

Colorado Department of State
Strategic Plan and Budget Request

FY 2008-2009



Submitted November 1, 2007

Mike Coffman
Secretary of State

Secretary of State

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Secretary of State

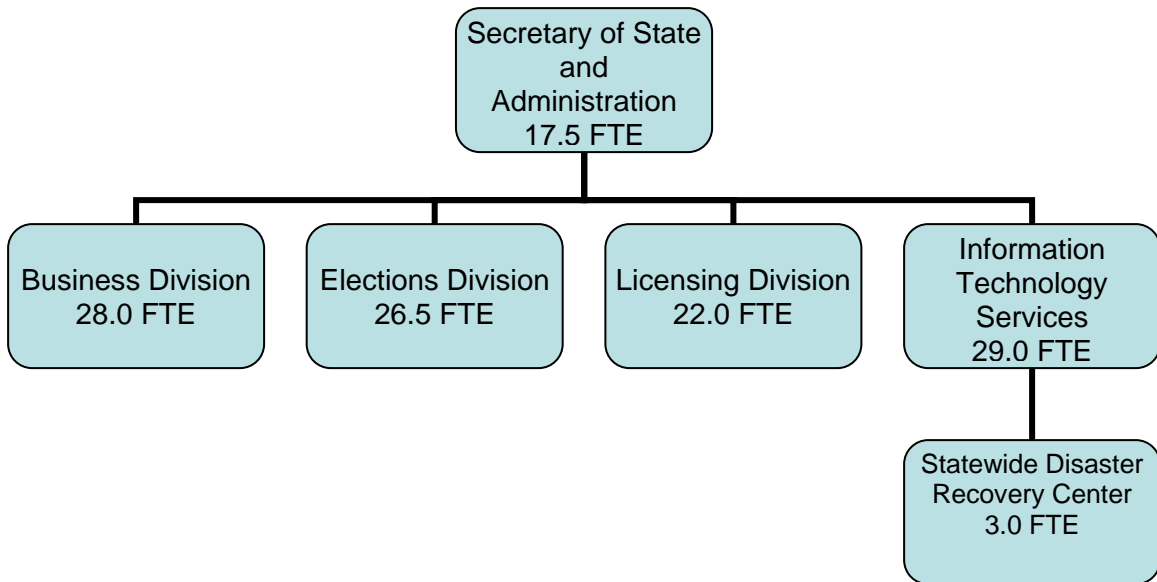
Department Overview

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Colorado Department of State

Organization Chart and Staffing Plan (FY 2007-08)



FTE Overview

	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 08-09</u>
Administration			
Secretary of State/Administration Division	11.6	17.5	17.5
Business Division	36.4	28.0	28.0
Elections Division (excluding HAVA)	14.0	15.0	15.0
Licensing Division	<u>19.5</u>	<u>22.0</u>	<u>22.5</u>
	81.5	82.5	83.0
Special Purpose			
Help America Vote Act	11.0	11.5	11.5
Information Technology Services And Disaster Recovery Center			
	32.0	32.0	34.1
Total	124.5	126.0	128.6

Department of State Strategic Plan

FY2008-2009 Budget Submission

Mission Statement

The mission of the Department of State is to serve the public by performing constitutional and statutory duties of collecting, securing, and communicating information, ensuring the integrity of elections, and enhancing commerce.

Vision Statement

The vision of the Department of State is to provide accurate and reliable information through improved services to its customers. The Department of State will use technology to increase access, reduce fees, and provide easier and faster service to the public.

Department of State's Major Programs and Functions

The Department of State has several roles in government, primarily which is to receive and make available information. It is a filing office for many records that are mandated to be filed with the State, ranging from business entity filings and administrative rules of state agencies to campaign finance disclosures. While the department still collects paper documents, the largest percentage of its records is in electronic form. The department has three divisions that take in and keep these records: *Business, Licensing, and Elections*. Two other divisions in the department, *Information Technology and Administration*, provide support to those three programs.

With the exception of Information Technology Services and Special Purpose lines, the Department of State is bottom-line funded, i.e., the Long Bill Appropriations are not appropriated by division but are aggregated under "Administration" FTE and cash funds, which are generated almost entirely by the business filings to support the majority of the activities of the department. Appropriations through this method allow the department to use resources as needed by division, which is illustrated in the FTE overview for the department. All vacancies are now moved into a "vacancy pool" in the Administration Division to be utilized by the departmental divisions demonstrating the most need. In the last fiscal year, for example, the department was able to shift vacancies due to efficiencies in the Business Division to address growing demands placed on the Elections and Licensing Divisions. With this flexibility, the Department is able to fund and staff its programs without asking for additional resources.

Even though each division has its own unique functions that are described in their narratives within this document, there are some functions which are consistent across the programs. For example:

- Licensing/Registering. Businesses, charitable organizations, and lobbyists register with the department; bingo-raffle organizations are licensed, and notaries public receive commissions from the State through the department.

- Communicating/Educating. Each division devotes significant time to communicating with and assisting its constituents: the public in general, the private sector, governmental bodies, media, and others who require or desire information regarding the departmental programs.
- Records Disclosure. Through their respective websites, the Business Division makes available information about businesses in Colorado; the Elections Divisions provides disclosure information of lobbyists and political candidates and committees; the Licensing Division posts the disclosure reports filed by registered charitable organizations.
- Electronic Filings. Most of the records filed with the Business Division are filed electronically; campaign finance disclosure forms are filed electronically with the Elections Division; administrative rules are published electronically by the Licensing Division.

A common thread among these functions is electronic information. Organizations and individuals are increasingly using the Internet to access and file records with the department. Over 95% of all filings with the Business Divisions are done so electronically, and the number of “hits” to the department’s website shows that the use of the Internet to access information is the preferred method among constituents.

Trends/Critical Issues for the Department of State

Trends and critical issues by division are described in each narrative in this document. The most critical issues concerning the department are those surrounding elections and electronic information.

In addition to serving as the “keeper of records”, the Secretary of State is also the chief election official of the State, charged with the administration of statutes that relate directly or indirectly to the conduct of elections for the State of Colorado. A growing public interest in and scrutiny of elections, distrust of electronic voting systems, requirements of the Help America Vote Act (HAVA), and issues involving campaign and political finance disclosures have drawn more attention to the Secretary of State’s office in recent years than ever before. To address concerns with campaign and political finance, the Secretary and staff are working with an advisory board that is examining laws and rules to consider proposed changes to such laws and rules as well as to policies. The successful implementation of the HAVA-mandated statewide computerized voter registration system is critical to the state, as it will impact all 64 counties who will use the system for the 2008 general election. Since the project is on schedule and on budget, the department expects Colorado to come into full compliance with all requirements of the law when the voter registration system is in full operation in March 2008.

Internet-based electronic filing of information with the department is the favored, and in some cases, mandatory method of filing information, and the department is continually web-enabling documents for its customers, with the ultimate goal of few paper documents being filed with the department. As a result of this trend, the security component in electronically filing information is of major interest to the public as well as to the department. Publicized compromises in security when using the internet have prompted this office, as well as others in the state, to give more attention to formal security policies and compliance with those policies. The department expects growing public awareness to require vigilance on the state’s part to assure vulnerabilities are identified and corrected, especially with the number and types of transactions conducted electronically with the department.

Major Accomplishments in the Department of State During FY2006-2007

Accomplishments by the Department of State divisions are listed in their respective narratives. These are some of the notable ones by the Department and the Secretary affecting the public:

- Provided funding and assured all counties were in compliance with the Help America Vote Act by having at least one accessible voting system in each polling place by the August 2006 Primary election
- Created an "Election Watch List" of four counties that experienced significant problems in conducting elections in 2006
- Convened a "Voter Accessibility, Independence and Privacy Task Force" to examine election-related issues facing the disability community
- Formation of a Task Force on Charitable Giving to examine ways to increase donor confidence and increase giving in the state.
- Created a task force and increased statewide training to address issues around campaign and political finance
- Created a task forces to increase outreach to voters in the minority communities
- Web-enabled trademark filings as well as additional business documents so that over 90% of documents may be filed online
- Achieved increased adoption of the state's disaster recovery center (e-FOR³T), receiving signed MOUs from sixteen state agencies and attracted ten programs from seven state agencies to establish a physical presence in the facility

Department of State Objectives and Performance Measures For FY2008-2009 Budget Submission

Considering the mission and vision of the department and the purpose of their programs, the divisions determined primary objective(s) and corresponding performance measures for a three-year period. Below is a listing of these objectives and measures by division; corresponding benchmark numbers and workload measures are within each division's narrative. All these objectives and measures are of equal importance to the department and the Secretary of State.

Business Division

Objective: Decrease the number of paper document filings and increase the use of the Division's self-service, web-based system for the filing, searching and retrieval of documents online by web-enabling 96% of transactions available by FY 2010-2011.

Performance Measures: Number of paper documents processed.
Number of transactions available online.

Elections Division

Objective: Increase the number of election officials trained in all aspects of elections by expanding the training opportunities available to them.

Performance Measures: Number of Election Official Certification training classes offered to election officials.
Number of participants in Election Official Certification training.

Information Technology Division

Objective 1: Decrease the number of days required for full execution of a disaster recovery exercise utilizing the agency's disaster recovery plan for hardware and software assets.

Performance Measure: Number of days to complete a disaster recovery exercise (start to finish) using the agency's Disaster Recovery plan.

Objective 2: Achieve more strict compliance with agency policies regarding information security standards through regular security awareness courses for employees of the agency and internal audits of compliance.

Performance Measure: Percentage of staff achieving a passing grade on a cyber security awareness exam.

Licensing Division

Objective 1: Decrease the number of days to process rule filings for electronic access by improving the process of converting the documents.

Performance Measure: Average number of days to process each rule filing.

Objective 2: Through outreach and education, partnering with other agencies, and an enhanced website, increase the number of registered charitable organizations that are required to register with the Secretary of State.

Performance Measure: Number of registered charitable organizations

	A	B	C	D	E	F	G	H	I	J	K
1					Secretary of State						
2					Schedule 2						
3											
4	10/31/07 9:14 AM										
5								Department: State			
6											
7		Actual FY 06		Actual FY 07		Appropriation FY 08		Estimate FY 08		Request FY 09	
8		Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
9	Administration										
10	Total	\$ 5,947,727	73.9	\$ 8,245,046	83.5	\$ -	0	\$ 8,225,889	81.0	\$ 8,363,297	81.5
11	GF									\$ 1,716,573	15.0
12	CF	\$ 5,921,713	73.9	\$ 8,245,046	83.5	\$ -	0	\$ 8,151,135	80.0	\$ 6,565,757	65.5
13	CFE	\$ 26,014		\$ -		\$ -		\$ 74,754	1.0	\$ 80,967	1.0
14	FF									\$ -	
15	Special Purpose										
16	Total	\$ 5,519,763	9.2	\$ 21,136,002	9.0	\$ -	0.0	\$ 8,836,632	11.0	\$ 9,933,857	17.5
17	GF									\$ 2,956,917	10.0
18	CF	\$ 2,486,787		\$ 2,375,302		\$ -		\$ 1,779,923		\$ -	-
19	CFE	\$ 2,924,037	9.2	\$ 18,628,609	9.0	\$ -	0.0	\$ 6,956,709	11.0	\$ 6,976,940	7.5
20	FF	\$ 108,939		\$ 132,091				\$ 100,000		\$ -	
21	Statewide Disaster Recovery										
22	Total	\$ -	-	\$ -	-	\$ -	0.0	\$ 2,223,772	3.0	\$ 2,223,376	3.0
23	GF									\$ -	
24	CF	\$ -	-	\$ -	-	\$ -	0.0	\$ 2,223,772	3.0	\$ 2,223,376	3.0
25	CFE					\$ -		\$ -		\$ -	
26	FF										
27	Information Technology										
28	Total	\$ 7,320,238	29.5	\$ 7,181,462	32.0	\$ -	0.0	\$ 4,723,932	29.0	\$ 7,477,281	31.1
29	GF									\$ 2,121,251	
30	CF	\$ 7,320,238	29.5	\$ 7,181,462	32.0	\$ -	0.0	\$ 4,723,932	29.0	\$ 5,356,030	31.1
31	CFE					\$ -		\$ -		\$ -	
32	FF										
33	Department Total										
34	Total	\$ 18,787,728	112.6	\$ 36,562,510	124.5	\$ -	0.0	\$ 24,010,225	124.0	\$ 27,997,811	133.1
35	GF									\$ 6,794,741	25.0
36	CF	\$ 15,728,738	103.4	\$ 17,801,810	115.5	\$ -	0.0	\$ 16,878,762	112.0	\$ 14,145,163	99.6
37	CFE	\$ 2,950,051	9.2	\$ 18,628,609	9.0	\$ -	0.0	\$ 7,031,463	12.0	\$ 7,057,907	8.5
38	FF	\$ 108,939		\$ 132,091				\$ 100,000		\$ -	

**Schedule 4
Source of Funding**

10/31/07 9:16

Department: State

Source of Revenue	Fund Number	Actual FY 06	Actual FY 07	Appropriation FY 08	Estimate FY 08	Request FY 09
Schedule 3 Total		\$ 31,682,830	\$ 24,603,049		\$ 24,010,225	\$ 27,997,811
GF						6,794,741
CF		16,479,481	15,678,052		16,878,762	14,145,163
CFE		15,203,349	8,924,997		7,031,463	7,057,907
FF					100,000	
Funds List						
Cash Funds (List each)						
Dept. of State 24-21-104	200					
Notary 12-55-102.5	20N					
Electronic Tech Fund 30-10-422						
Cash Funds Exempt (HAVA)						
<i>CFE</i>		\$ 15,203,349	\$ 8,924,997		\$ 7,031,463	\$ 7,057,907
<i>FF</i>					\$ 100,000	
Federal Funds (List each)						
Grant 0303						
Grant 0304						
Grant 0305						

Schedule 6
Summary of Special Bills
Department of State
FY 08-09 Budget Request
November 1, 2007

Bill Number	Bill Title	Line Item	FTE	Total Funds	GF	CF	CFE	FF
Estimated FY 07-08								
HB 07-1350	Address Confidentiality	Personal Services	1.5	\$70,121.00		\$70,121.00		
		Operating Expenses		\$15,668.00		\$15,668.00		
		Leased Space		\$24,000.00		\$24,000.00		
		Subtotal HB 07-1350		1.5	\$109,789.00		\$109,789.00	
SB 07-083	Uniform Election Code	Personal Services	1.0	\$65,344.00		\$65,344.00		
		Operating Expenses		\$5,129.00		\$5,129.00		
		Legal Services		\$11,860.00		\$11,860.00		
		Subtotal SB 07-083		1.0	\$82,333.00		\$82,333.00	
SB 07-259	Campaign Finance	IT Personal Services	1.0	\$81,844.00		\$81,844.00		
		IT Operating Expenses		\$4,835.00		\$4,835.00		
		Subtotal SB 07-259		1.0	\$86,679.00		\$86,679.00	

Schedule 8					
Common Policy Summary - HLD					
	Total Funds	GF	CF	CFE	FF
Actual FY 05-06 Expenditures from Pot					
Administration	208,996		208,996		
Special Purpose	27,049			27,049	
Information Technology Services	64,973		64,973		
	-				
Department Total FY 05-06	301,018	-	273,969	27,049	-
Actual FY 06-07 Expenditures from Pot					
Administration	260,940		260,940		
HAVA	35,378			35,378	
Information Technology Services	105,475		105,475		
	-				
Department Total FY 06-07	401,793	-	366,415	35,378	-
Estimate FY 07-08					
Administration	331,281		331,281		
HAVA	51,830			51,830	
Information Technology Services	147,745		147,745		
Statewide Disaster Recovery	17,117		17,117		
Department Estimate FY 07-08	547,973	-	496,143	51,830	-
Projected FY 08-09 (Pot Allocations)					
Administration	331,281		331,281		
HAVA	72,770			72,770	
Information Technology Services	147,745		147,745		
Statewide Disaster Recovery	17,117		17,117		
Department Request FY 08-09	568,913	-	496,143	72,770	-

Schedule 8					
Common Policy Summary - STD					
	Total Funds	GF	CF	CFE	FF
Actual FY 05-06 Expenditures from Pot					
Administration	8,703		8,703		
Special Purpose	786			786	
Information Technology Services	2,274		2,274		
	-				
Department Total FY 05-06	11,763	-	10,977	786	-
Actual FY 06-07 Expenditures from Pot					
Administration	3,884		3,884		
HAVA				547	
Information Technology Services	1,873		1,873		
	-				
Department Total FY 06-07	5,757	-	5,757	547	-
Estimate FY 07-08					
Administration	4,953		4,953		
HAVA	915			915	
Information Technology Services	2,653		2,653		
Statewide Disaster Recovery	191		191		
Department Estimate FY 07-08	8,712	-	7,797	915	-
Projected FY 08-09 (Pot Allocations)					
Administration	4,953		4,953		
HAVA	1,154			1,154	
Information Technology Services	2,653		2,653		
Statewide Disaster Recovery	191		191		
Department Request FY 08-09	8,951	-	7,797	1,154	-

Schedule 8					
Common Policy Summary - Salary Survey					
	Total Funds	GF	CF	CFE	FF
Actual FY 05-06 Expenditures from Pot					
Administration	83,565		83,565		
Special Purpose	9,323		-	9,323	
Information Technology Services	68,370		68,370		
	-				
Department Total FY 05-06	161,258	-	151,935	9,323	-
Actual FY 06-07 Expenditures from Pot					
Administration	-				
HAVA					
Information Technology Services	-				
	-				
Department Total FY 06-07	-	-	-	-	-
Estimate FY 07-08					
Administration	235,212		235,212		
HAVA	-				
Information Technology Services	-				
Statewide Disaster Recovery	-				
Department Estimate FY 07-08	235,212	-	235,212	-	-
Projected FY 08-09 (Pot Allocations)					
Administration	226,692		226,692		
HAVA	-				
Information Technology Services	-				
Statewide Disaster Recovery	-				
Department Request FY 08-09	226,692	-	226,692	-	-

Schedule 8					
Common Policy Summary - PBP					
	Total Funds	GF	CF	CFE	FF
Actual FY 05-06 Expenditures from Pot					
Administration	83,565		83,565		
Special Purpose	9,323		-	9,323	
Information Technology Services	68,370		68,370		
	-				
Department Total FY 05-06	161,258	-	151,935	9,323	-
Actual FY 06-07 Expenditures from Pot					
Administration	-				
HAVA					
Information Technology Services	-				
	-				
Department Total FY 06-07	-	-	-	-	-
Estimate FY 07-08					
Administration	88,437		88,437		
HAVA	-				
Information Technology Services	-				
Statewide Disaster Recovery	-				
Department Estimate FY 07-08	88,437	-	88,437	-	-
Projected FY 08-09 (Pot Allocations)					
Administration	88,644		88,644		
HAVA	-				
Information Technology Services	-				
Statewide Disaster Recovery	-				
Department Request FY 08-09	88,644	-	88,644	-	-

	A	B	C	D	E	F
1	Schedule 8					
2	Common Policy Summary - AED					
3		Total Funds	GF	CF	CFE	FF
4						
5	Actual FY 05-06 Expenditures from Pot					
6	Administration	14,151		14,151		
7	Special Purpose	1,183			1,183	
8	Information Technology Services	-		-		
9		-				
10	Department Total FY 05-06	15,334	-	14,151	1,183	-
11						
12	Actual FY 06-07 Expenditures from Pot					
13	Administration	37,934		37,934		
14	HAVA				4,113	
15	Information Technology Services	12,225		12,225		
16		-				
17	Department Total FY 06-07	50,159	-	50,159	4,113	-
18						
19	Estimate FY 07-08					
20	Administration	37,941		37,941		
21	HAVA	11,834			11,834	
22	Information Technology Services	16,912		16,912		
23	Statewide Disaster Recovery	959		959		
24	Department Estimate FY 07-08	67,646	-	55,812	11,834	-
25						
26	Projected FY 08-09 (Pot Allocations)					
27	Administration	37,941		37,941		
28	HAVA	11,451			11,451	
29	Information Technology Services	16,912		16,912		
30	Statewide Disaster Recovery	959		959		
31	Department Request FY 08-09	67,263	-	55,812	11,451	-

Secretary of State
Schedules 9.A

Schedule 9.A
Cash Fund Status for: Department of State -- 200
C.R.S. Citation: C.R.S. 24-21-104

Cash Fund Revenue and Expenditure Trend Information

	Actual FY 2005-06	Actual FY 2006-07	Estimate FY 2007-08	Request FY 2008-09	Projected FY 2009-10
Beginning Balance	5,467,142	5,406,319	3,273,840	2,567,395	
Exempt Revenue	4,728				
Non-Exempt Revenue	14,230,507	12,561,126	13,774,995	14,178,064	
Total Expenditures	14,293,058	14,696,606	14,481,440	14,145,559	
Ending Balance	5,406,319	3,273,840	2,567,395	2,559,900	
Ending Balance – Cash Assets	5,406,319	3,273,840	2,567,395	2,559,900	
Reserves Increase/Decrease	(57,823)	(2,135,479)	(706,445)	(32,505)	

Fee Levels

	Actual FY 2005-06	Actual FY 2006-07	Estimate FY 2007-08	Request FY 2008-09	Projected FY 2009-10
1. Fee Name					
2. Fee Name					

Cash Fund Reserve Balance

	Actual FY 2005-06	Actual FY 2006-07	Estimate FY 2007-08	Request FY 2008-09	Projected FY 2009-10
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	5,406,319	3,273,840	2,567,395	2,559,900	
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	2,382,177	2,389,438	2,389,438	2,334,018	
Excess Uncommitted Fee Reserve Balance	3,024,142	884,402	177,957	265,882	

Deadline for Complying with the Target/Alternative Reserve Balance:

Cash Fund Narrative Information

Purpose/Background of Fund	The Secretary of State determines & charges fee amounts for filing each body corporate and politic document, for filing each facsimile signature, each official certificate, administering each oath, and for all transcripts or copies of papers and records. (24-21-104(1)(a), C.R.S.)
Fee Sources	Business Entity Filings, Bingo/Raffle Fees and Fines, Campaign Finance Reporting
Non-Fee Sources	
Long Bill Groups Supported by Fund	Administration, Special Purpose and Information Technology Services
Statutory or Other Restriction on Use of Fund	24-21-104 C.R.S.
Revenue Drivers	Number of Filings, both paper and electronic
Expenditure Drivers	New Legislation, Personal Services, Operating, Legal Services, and Leased Space
Assessment of Potential for Compliance	The Secretary of State has taken action to reduce the excess Uncommitted Fee Reserve balance by offering discounted fees for customers that file and pay over the Internet.
Action	Pursue a waiver.

1. If plan is needed to meet compliance deadline, attach Form 9.B. 2. If pursuing a waiver, attach Form 9.C.

Schedule 9.A (continued)
Cash Fund Status for: *(insert fund name) -- (COFRS fund #)*
C.R.S. Citation: *(insert C.R.S. citation, include year)*

Cash Fund Expenditure Line Item Detail and Change Requests

	Actual FY 2005-06	Actual FY 2006-07	Estimate FY 2007-08	Request FY 2008-09	Projected FY 2009-10
Division Name					
Personal Services	6,887,318	8,329,558	7,754,579	6,706,997	
Workers Compensation	6,569	4,303	4,597	4,597	
Operating	3,082,466	1,899,366	1,463,798	1,217,303	
Legal Services	108,250	264,718	213,841	213,841	
Admin Law Judge	107,880	130,801	136,510	136,510	
GGCC	782	0	581	581	
MNT	51,450	472,538	1,650,262	1,735,990	
Risk Management	5,803	32,992	32,118	34,743	
Vehicle Lease Payments	25	2,367	2,364	2,487	
Leased Space	1,175,971	361,603	2,309,324	621,469	
Indirect Cost Recovery	111,395	110,249	110,913	165,717	
Discretionary Fund	4,489	4,643	4,753	4,753	
Hardware Software Mntc	634,101	776,136	905,493	925,230	
Asset Management	787,356	409,439	435,818	445,418	
Zinc Whiskers	348,560				
Initiative & Referendum	83,417	138,332	50,000	200,000	
Local Election Reimb.	847,146	1,681,178	1,729,923	1,729,923	
Division Total	14,293,058	14,696,606	17,411,363	14,145,559	
Total	14,293,058	14,696,606	17,411,363	14,145,559	

Secretary of State
Schedules 9.A, 9.B

Schedule 9.A
Cash Fund Status for: Notary Administration CF – 20N
C.R.S. Citation: C.R.S. 12--55-102.5

Cash Fund Revenue and Expenditure Trend Information

	Actual FY 2005-06	Actual FY 2006-07	Estimate FY 2007-08	Request FY 2008-09	Projected FY 2009-10
Beginning Balance	650,882	632,850	756,382	450,200	
Exempt Revenue					
Non-Exempt Revenue	374,360	356,856	300,000	275,000	
Total Expenditures	392,392	233,324	606,182	626,182	
Ending Balance	632,850	756,382	450,200	99,018	
Ending Balance – Cash Assets	632,850	756,382	450,200	99,018	
Reserves Increase/Decrease	(18,032)	123,532	(306,182)	(350,182)	

Fee Levels

	Actual FY 2005-06	Actual FY 2006-07	Estimate FY 2007-08	Request FY 2008-09	Projected FY 2009-10
1. Fee Name	** NO FEE CHANGES				
2. Fee Name					

Cash Fund Reserve Balance

	Actual FY 2005-06	Actual FY 2006-07	Estimate FY 2007-08	Request FY 2008-09	Projected FY 2009-10
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	632,850	756,382	450,200	99,018	
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	65,399	38,498	100,020	103,320	
Excess Uncommitted Fee Reserve Balance	567,451	717,884	350,180	(4,302)	

Deadline for Complying with the Target/Alternative Reserve Balance:

Cash Fund Narrative Information

Purpose/Background of Fund	The "General Assembly shall make annual appropriations from the Notary Administration cash fund for expenditures of the Secretary of State incurred in the performance of the Secretary of State's duties under this Article (Article 55, Notaries Public)" (12-55-102.5 (2) C.R.S.)
Fee Sources	Filing Fees
Non-Fee Sources	None
Long Bill Groups Supported by Fund	Administration and Information Technology
Statutory or Other Restriction on Use of Fund	None
Revenue Drivers	Number of Files (walk in or mail in), future electronic notary filings.
Expenditure Drivers	Expenditures are driven by two relatively consistent costs, personal services and operating costs.
Assessment of Potential for Compliance	
Action	Pursue a waiver.

1. If plan is needed to meet compliance deadline, attach Form 9.B. 2. If pursuing a waiver, attach Form 9.C.

Schedule 9.A (continued)
Cash Fund Status for: Notary Admin CF – COFRS #20N
C.R.S. Citation: 12-55-102.5

Cash Fund Expenditure Line Item Detail and Change Requests

	Actual FY 2005-06	Actual FY 2006-07	Estimate FY 2007-08	Request FY 2008-09	Projected FY 2009-10
Division Name					
Personal Services	159,973	198,657	353,544	353,544	
Workers Compensation	217	210	239	239	
Operating	94,019	23,976	50,466	60,466	
Legal Services	100	67	11,109	11,109	
Admin Law Judge	2,096	3,476	7,091	7,091	
GGCC	35		30	30	
MNT	1,686	1,561	85,728	85,728	
Risk Management	656	373	1,668	1,668	
Vehicle Lease Payments		120	123	123	
Leased Space	13,488	1,522	60,845	60,845	
Indirect Cost Recovery	3,465	3,361	5,762	5,762	
Discretionary Fund	151		247	247	
Hardware Software Mntc	20,300		19,738	19,738	
Asset Management	13,483		9,600	19,600	
Zinc Whiskers	15,148				
PPD Rent	67,573				
Division Total	392,390	233,323	606,190	626,182	
Total	392,390	233,323	606,190	626,182	

Schedule 9.B
Compliance Plan for: Notary Administration COFRS Fund # 20N

C.R.S. Citation	12-55-102.5
Action	Waiver Request
Plan Description	The Secretary of State is requesting a waiver in accordance with SB 98-194. The Electronic Notary initiative will increase expenses to the fund beyond routine operations. The Department is also examining other options to eliminate some fees and temporarily reducing fee levels to impact excess reserves.
Assumptions and Calculations	See Attached Schedule 11C

Secretary of State

Change Requests

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**Schedule 10
Summary of Change Requests**

Department Name: State
Submission Date: November 1, 2007
Total Number of Decision Items: 4
Total Number of Base Reduction Items: 0

Priority Number	IT Request	Title	Total	FTE*	GF	CF	CFE	FF
1	<input type="radio"/> Yes <input checked="" type="radio"/> No	Election Funding	\$5,767,747	15.00	\$5,767,747			
2	<input checked="" type="radio"/> Yes <input type="radio"/> No	Compliance with CISA	767,784	2.10		\$767,784		
3	<input checked="" type="radio"/> Yes <input type="radio"/> No	Dept. Accounting System Repl.	520,000			520,000		
4	<input type="radio"/> Yes <input checked="" type="radio"/> No	Voting Equipment Certification	1,026,994	10.00	1,026,994			
	<input type="radio"/> Yes <input type="radio"/> No							
	<input type="radio"/> Yes <input type="radio"/> No							
	<input type="radio"/> Yes <input type="radio"/> No							
Decision Item Subtotal			\$8,082,525	27.10	\$6,794,741	\$1,287,784		
	<input type="radio"/> Yes <input type="radio"/> No							
	<input type="radio"/> Yes <input type="radio"/> No							
	<input type="radio"/> Yes <input type="radio"/> No							
	<input type="radio"/> Yes <input type="radio"/> No							
	<input type="radio"/> Yes <input type="radio"/> No							
	<input type="radio"/> Yes <input type="radio"/> No							
Base Reduction Item Subtotal			0	0.0		0		
TOTAL			\$8,082,525	27.10	\$6,794,741	\$1,287,784		

*New FTE requested is 2.1; the remaining 25.0 FTE are a change in funding only, from Cash Funds and Cash Funds Exempt to General Fund.

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Decision Item FY 08-09 Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09

Request Title: Elections Funding

Department: State

Dept. Approval by:

Date: November 1, 2007

Priority Number: 1

OSPB Approval:

Date:

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	14,413,380	13,397,854	160,978	13,558,832	15,290,103	0	15,290,103	0	15,290,103	0
	FTE	97.70	110.00	0.00	110.00	110.50	0.00	110.50	0.00	110.50	0.00
	GF	0	0	0	0	0	5,767,747	5,767,747	0	5,767,747	4,138,779
	CF	8,349,707	9,124,175	160,978	9,285,153	15,204,664	(5,767,747)	9,436,917	0	5,839,363	(4,138,779)
	CFE	63,431	0	0	0	85,439	0	85,439	0	85,439	0
(1) Long Bill Group	Total	4,815,049	4,560,635	0	4,560,635	4,659,415	0	4,659,415	0	4,659,415	0
Line Item Name	FTE	72.90	81.00	0.00	81.00	81.50	0.00	81.50	0.00	81.50	0.00
Personal Services	GF	0	0	0	0	0	1,032,777	1,032,777	0	1,032,777	1,032,777
	CF	4,754,937	4,560,635	0	4,560,635	4,578,448	(1,032,777)	3,545,671	0	3,545,671	(1,032,777)
	CFE	60,112	0	0	0	80,967	0	80,967	0	80,967	0
(1) Long Bill Group	Total	260,940	478,051	0	478,051	568,913	0	568,913	0	568,913	0
Line Item Name	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Health, Life and Dental	GF	0	0	0	0	0	79,963	79,963	0	79,963	79,963
	CF	257,688	478,051	0	478,051	565,187	(79,963)	485,224	0	485,224	(79,963)
	CFE	3,252	0	0	0	3,726	0	3,726	0	3,726	0
(1) Long Bill Group	Total	3,766	6,764	0	6,764	8,951	0	8,951	0	8,951	0
Line Item Name	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Short-term Disability	GF	0	0	0	0	0	3,769	3,769	0	3,769	3,769
	CF	3,699	6,764	0	6,764	8,864	(3,769)	5,095	0	5,095	(3,769)
	CFE	67	0	0	0	87	0	87	0	87	0
(1) Long Bill Group	Total	25,709	62,440	0	62,440	67,263	0	67,263	0	67,263	0
Line Item Name	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amortization Equalization Disbursement	GF	0	0	0	0	0	8,874	8,874	0	8,874	8,874
	CF	25,709	62,440	0	62,440	66,604	(8,874)	57,730	0	57,730	(8,874)
	CFE	0	0	0	0	659	0	659	0	659	0
(1) Long Bill Group											

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Decision Item FY 08-09 Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09

Request Title: Elections Funding

Department: State

Dept. Approval by:

Date: November 1, 2007

Priority Number: 1

OSPB Approval:

Date:

Line Item Name	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total		589,147	680,386	0	680,386	680,386	0	680,386	0	680,386	0
Operating Expenses											
	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	GF	0	0	0	0	0	203,330	203,330	0	203,330	203,330
	CF	589,147	680,386	0	680,386	680,386	(203,330)	477,056	0	477,056	(203,330)
(1) Long Bill Group											
Line Item Name	Total	0	249,489	0	249,489	226,692	0	226,692	0	226,692	0
Salary Survey and Senior Executive Service											
	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	GF	0	0	0	0	0	39,969	39,969	0	39,969	39,969
	CF	0	249,489	0	249,489	226,692	(39,969)	186,723	0	186,723	(39,969)
(1) Long Bill Group											
Line Item Name	Total	0	98,697	0	98,697	88,644	0	88,644	0	88,644	0
Performance-based Pay Awards											
	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	GF	0	0	0	0	0	14,459	14,459	0	14,459	14,459
	CF	0	98,697	0	98,697	88,644	(14,459)	74,185	0	74,185	(14,459)
(1) Long Bill Group											
Line Item Name	Total	264,785	116,903	160,978	277,881	224,950	0	224,950	0	224,950	0
Legal Services											
	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	GF	0	0	0	0	0	93,600	93,600	0	93,600	93,600
	CF	264,785	116,903	160,978	277,881	224,950	(93,600)	131,350	0	131,350	(93,600)
(1) Long Bill Group											
Line Item Name	Total	363,125	645,469	0	645,469	645,469	0	645,469	0	645,469	0
Leased Space											
	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	GF	0	0	0	0	0	142,400	142,400	0	142,400	142,400
	CF	363,125	645,469	0	645,469	645,469	(142,400)	503,069	0	503,069	(142,400)
(2) Long Bill Group											
Line Item Name	Total	1,681,178	1,729,923	0	1,729,923	1,729,923	0	1,729,923	0	1,729,923	0
SPECIAL PURPOSE											
Local Election											
	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reimbursement											
	GF	0	0	0	0	0	1,729,923	1,729,923	0	1,729,923	1,729,923
	CF	1,681,178	1,729,923	0	1,729,923	1,729,923	(1,729,923)	0	0	0	(1,729,923)
(2) Long Bill Group											
Line Item Name	Total	0	50,000	0	50,000	200,000	0	200,000	0	200,000	0

**Schedule 13
Change Request for FY 08-09 Budget Request Cycle**

Decision Item FY 08-09 Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09

Request Title: Elections Funding

Department: State

Dept. Approval by:

Date: November 1, 2007

Priority Number: 1

OSPB Approval:

Date:

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
SPECIAL PURPOSE	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Initiative and	GF	0	0	0	0	0	200,000	200,000	0	200,000	50,000
Referendum	CF	0	50,000	0	50,000	200,000	(200,000)	0	0	0	(50,000)
(3) Long Bill Group	Total	3,913,826	2,807,126	0	2,807,126	4,275,402	0	4,275,402	0	4,275,402	0
Line Item Name	FTE	24.80	29.00	0.00	29.00	29.00	0.00	29.00	0.00	29.00	0.00
Personal Services	GF	0	0	0	0	0	1,906,820	1,906,820	0	1,906,820	429,976
(IT)	CF	3,913,826	2,807,126	0	2,807,126	4,275,402	(1,906,820)	2,368,582	0	2,368,582	(429,976)
(3) Long Bill Group	Total	1,290,280	588,323	0	588,323	590,447	0	590,447	0	590,447	0
Line Item Name	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenses	GF	0	0	0	0	0	97,432	97,432	0	97,432	95,308
(IT Support)	CF	1,290,280	588,323	0	588,323	590,447	(97,432)	493,015	0	493,015	(95,308)
(3) Long Bill Group	Total	796,136	878,230	0	878,230	878,230	0	878,230	0	878,230	0
Line Item Name	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hardware/Software	GF	0	0	0	0	0	142,273	142,273	0	142,273	142,273
Maintenance	CF	796,136	878,230	0	878,230	878,230	(142,273)	735,957	0	735,957	(142,273)
(IT)											
(3) Long Bill Group	Total	409,439	445,418	0	445,418	445,418	0	445,418	0	445,418	0
Line Item Name	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IT Asset Management	GF	0	0	0	0	0	72,158	72,158	0	72,158	72,158
(IT)	CF	409,439	445,418	0	445,418	445,418	(72,158)	373,260	0	373,260	(72,158)

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: Yes No

Request Affects Other Departments: Yes No

If Yes, List Other Departments Here:

General Funded Agencies

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	State
Priority Number:	1
Change Request Title:	Elections Funding

SELECT ONE (click on box):

- Decision Item FY 08-09
- Base Reduction Item FY 08-09
- Supplemental Request FY 07-08
- Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

This is a request to replace Cash Fund support with General Fund support for the Department's costs of carrying out constitutional and statutory duties related to elections for the State of Colorado, including ballot access for candidates, the initiative and referendum process, preparation and conduct of elections, training of election officials, oversight of voter registration, local election reimbursement, and implementation federal requirements under the National Voter Registration Act of 1993 and the Help America Vote Act of 2002. This request affects only the sources of funding for the Department; no increase in funding or FTE is being requested. For FY 08-09, appropriations from the Department of State Cash Fund would be replaced by General Fund in the amount of \$5,767,747 and 15.0 FTE. In FY 2011-12, when federal fund sources are expected to be exhausted, appropriations from the Federal Election Assistance Fund would be replaced by General Fund.

Background and Appropriation History:

With the exception of Information Technology Services and Special Purpose lines, Long Bill appropriations for the Department are not by division but are aggregated under "Administration" FTE and cash funds; the Department allocates funds to each of its

divisions, including the Elections Division, based on need. The cash funds that support the Department's activities are generated almost entirely by the fees collected from business filings with the Department.

The Special Purpose line in the Long Bill includes the appropriation of cash exempt funds in the Federal Elections Assistance Fund that the state received as federal funds as a result of the Help America Vote Act of 2002 (HAVA). These funds are continuously appropriated and appear in the Long Bill for informational purposes only. The HAVA funds were given to states to use until exhausted to implement specific requirements to improve the administration of federal elections. It is expected that these funds will be used up by FY2010-2011. In 2003, the State enacted legislation to implement HAVA (HB03-1356) in order to comply with the federal requirements to receive the federal funds. These requirements included providing matching funds as well as agreeing to maintain the state's level of funding in conducting election activities as it had before receiving federal funds.

Prior to FY 1983-84, the Election Division activities were funded from the General Fund. With the passage of the 1983 Long Bill, the General Assembly replaced General Fund support with appropriations from cash funds collected as fees from commercial filings. References: Session Laws of Colorado 1983, chapter 27, page 165, the 1983 supplemental appropriation act for the Department of State, showing General Fund appropriations for FY 82-83; Session Laws of Colorado 1983, chapter 36, pages 255-256, the 1983 Long Bill appropriation to the Department of State, showing 100% cash funding for the Department; and Session Laws of Colorado 1983, chapter 256, 1983 S.B. 375, concerning fees charged by the Secretary of State, sponsored by the Senate members of the Joint Budget Committee.

It is the Department's understanding the 1983 switch in funding sources was part of an effort by the Joint Budget Committee in the early 1980's to replace General Fund support with cash fund support for many state programs due to the statutory limits on General Fund appropriations.

General Description of Request:

The Department is requesting that state General Funds instead of business fees (cash funds) support the costs needed to oversee the conduct of elections in the State, beginning in FY08-09. There are currently 15.0 FTE in the Elections Division paid with cash funds from the Department of State Cash Fund that would be paid from the General Fund beginning in FY 08-09. Since it is expected that the HAVA federal funds will be depleted in the beginning of FY 2011-2012, the Department is also requesting that beginning in July 2011, the state General Fund assume the necessary costs now paid by HAVA from the Federal Elections Assistance Fund (including costs of 17.5 FTE) that will be needed to administer the HAVA program, including maintenance of the statewide voter registration system (including county support), certification of voting systems, and training of election officials.

Consequences if Not Funded:

The Secretary of State, as the State's chief election official, is mandated to administer and supervise constitutional and statutory provisions that relate directly or indirectly to the conduct of elections for the State of Colorado. The State accepted HAVA funds in 2003 and 2004 to implement the federal mandates regarding the improvement of federal elections, including developing and implementing a statewide voter registration system, training election officials and engaging in education and outreach activities for voters in Colorado. However, HAVA funds will be exhausted within the next several years, at which time state funds will be required to continue support for election activities mandated by HAVA.

In addition, the Department is concerned that the current system of funding elections through fees is putting the State at risk of legal challenge. At the present time, the Department is required to set business filing fees at a level that covers (1) the cost of providing the services associated with such filings, plus (2) an additional amount sufficient to cover the Department's costs relating to elections. However, this requirement raises constitutional and statutory issues. For example, in *Bloom v. City of Fort Collins*, 784 P.2d 304 (1990), the Colorado Supreme Court invalidated a similar funding mechanism, stating that "a service fee must be reasonably designed to defray the expenses for the particular services for which the fee is imposed" and that fees in excess of that amount would constitute an invalid attempt to authorize revenues for the purpose

of defraying general governmental expenses unrelated to the purpose for which the fee was collected. A lawsuit against the State challenging cash funding of elections could be expensive, especially if the lawsuit resulted in a judgment against the State that required that cash funds previously used to support elections had to be reimbursed by the General Fund.

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$5,767,747	\$5,767,747				15.0
Personal Services	3,086,631	3,086,631				
Operating	300,762	300,762				
Leased Space	142,400	142,400				
Legal Services	93,600	93,600				
Hardware/Software Maintenance	142,273	142,273				
Asset Management	72,158	72,158				
Local Election Reimbursement	1,729,923	1,729,923				
Initiative and Referendum	200,000	200,000				

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$4,138,779	\$4,138,779				15.0
Personal Services	1,609,787	1,609,787				
Operating	298,638	298,638				
Leased Space	142,400	142,400				
Legal Services	93,600	93,600				
Hardware/Software Maintenance	142,273	142,273				
Asset Management	72,158	72,158				
Local Election Reimbursement	1,729,923	1,729,923				
Initiative and Referendum	50,000	50,000				

Summary of Request FY 10-11	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$4,288,779	\$4,288,779				15.0
Personal Services	1,609,787	1,609,787				
Operating	298,638	298,638				
Leased Space	142,400	142,400				
Legal Services	93,600	93,600				
Hardware/Software Maintenance	142,273	142,273				
Asset Management	72,158	72,158				
Local Election Reimbursement	1,729,923	1,729,923				
Initiative and Referendum	200,000	200,000				

Summary of Request FY 11-12	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$7,478,555	\$7,478,555				32.5
Personal Services	3,189,219	3,189,219				
Operating	724,422	724,422				
Leased Space	238,760	238,760				
Legal Services	94,600	94,600				
Hardware/Software Maintenance	1,093,273	1,093,273				
Asset Management	72,158	72,158				
Local Election Reimbursement	1,729,923	1,729,923				
Initiative and Referendum	50,000	50,000				
Multi-use Network Payments	286,200	286,200				

Summary of Request FY 12-13	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$7,628,555	\$7,628,555				32.5
Personal Services	3,189,219	3,189,219				
Operating	724,422	724,422				
Leased Space	238,760	238,760				
Legal Services	94,600	94,600				
Hardware/Software Maintenance	1,093,923	1,093,923				
Asset Management	72,158	72,158				
Local Election Reimbursement	1,729,923	1,729,923				
Initiative and Referendum	200,000	200,000				
Multi-use Network Payments	286,200	286,200				

Assumptions for Calculations:

1. Personal Services and Operating Costs are calculated from the Schedule 3's included in this Budget Request. The Elections Division of the Department has 15 FTE that are paid with cash funds. No additional FTE are being requested for the Elections Division for FY08-09, FY09-10, and FY10-11, but figures reflect current classification and salary levels of Elections employees. It has been determined that the Administration Division provides relatively equal support to all divisions in the Department. The Election Division's 15 FTE represent 13.6% of the total FTE in the Department that are paid with cash funds, thus, the Administration Division provides 13.6% of its Departmental support to the Elections Division cash-funded FTE. The Information Technology Division has determined that it gives 16.2% of its Departmental support to the Elections Division. For fiscal years 2008-09, 2009-2010, and 2010-2011, these percentages are used to calculate the agency support to the Elections Division. (See tables 1-1 and 1-2 that follow.)

Projections based on current level expenditures and uses of HAVA funds over the next few years indicate that the HAVA funds will be exhausted in the early part of FY2011-2012. The costs to continue the HAVA program, including supporting the statewide voter registration system at the state level as well as technical support for the counties, will most likely need to be absorbed by the state, as no additional federal funds are expected to be distributed to the state. The calculations for the personal services costs for 17.5 FTE to be paid with HAVA funds through FY10-11 are included in the request years FY2011-2012 and FY2012-2013.

Table 1-1
Personal Services Calculations For General Funding

	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13
Elections (15.0)	\$1,027,539	\$1,027,539	\$1,027,539	\$1,027,539	\$1,027,539
HAVA (17.5)				\$1,354,267	\$1,354,267
IT Support	\$1,906,820 *	\$ 429,976	\$ 429,976	\$ 429,976	\$ 429,976
Admin Support	\$ 152,272	\$ 152,272	\$ 152,272	\$ 281,031**	\$ 281,031
Total	\$3,086,631	\$1,609,787	\$1,609,787	\$3,189,219	\$3,189,219

*\$1,476,844 was specifically allocated in FY07-08 for redesign of the Campaign and Political Finance reporting system and is for only this fiscal year.

**HAVA funds currently provide agency indirect costs for administrative support. When those funds are depleted, the administrative support will increase to 25.1%.

Table 1-2
Operating and Associated Costs for General Funding

	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13
Elections/HAVA*	\$132,800	\$132,800	\$132,800	\$ 498,945	\$ 498,945
IT Support**	\$ 97,432	\$ 95,308	\$ 95,308	\$ 95,308	\$ 95,308
HW/SW Maint. and Asset Mgmt.*	\$ 214,431	\$ 214,431	\$ 214,431	\$1,165,431	\$1,165,431
Admin Support***	\$ 70,530	\$ 70,530	\$ 70,530	\$ 130,169	\$ 130,169
Leased Space*	\$142,400	\$142,400	\$142,400	\$ 238,760	\$ 238,760
Multi-use Network Payments ****				\$ 286,200	\$ 286,200
Total	\$657,593	\$655,469	\$655,469	\$2,414,813	\$2,414,813

* HAVA costs are assumed in FY11-12 and FY12-13; included in IT HW/SW line are maintenance costs of statewide voter registration system.

** Includes operating costs associated with redesign of Campaign and Political reporting system for FY08-09 only..

***HAVA funds currently provide agency indirect costs for administrative support. When those funds are depleted, the administrative support will increase to 25.1%.

****Estimated amount of funds (now paid with HAVA) for MNT set-up and ongoing costs for counties to access statewide voter registration system.

- Initiative and Referendum costs depend on the number of initiatives submitted to the Elections Division for titles, as well as the number of resulting petitions submitted for signature verification, during an election year. General election years – even numbered years, such as 2008 – normally have a higher number, and

the appropriation is used for temporary workers to verify signatures. Historically, the Department is appropriated \$200,000 for this purpose in even numbered years, and \$50,000 in odd-numbered years.

3. The Local Election Reimbursement is an amount distributed to counties as reimbursement for costs associated with conducting an election when there are state ballot issues or ballot questions in November elections. The formula is set in statute and is based on the number of active registered voters in each county as of the date of the November election. No state issue is on the November 2007 ballot, so no funds will be distributed in FY07-08. The amount each fiscal year in this request is the appropriation for FY08, but will vary each year depending on the number of registered voters for each election.

Impact on Other Government Agencies:

Because of the statutory limit on General Fund appropriations, replacing cash fund appropriations for elections with General Fund appropriations will reduce the amount of General Fund appropriations available for other purposes.

Cost Benefit Analysis:

A cost benefit analysis is not required because this change is mandated by (1) legal requirements and (2) the anticipated exhaustion of HAVA funds.

Implementation Schedule:

The program is already in existence and requires only a change in funding source.

Statutory and Federal Authority:

Section 1-1-107, C.R.S. Powers and duties of secretary of state – penalty. (1) In addition to any other duties prescribed by law, the secretary of state has the following duties:

- (a) To supervise the conduct of primary, general, congressional vacancy, and statewide ballot issue elections in this state;*
- (b) To enforce the provisions of this code;*
- (c) With the assistance and advice of the attorney general, to make uniform interpretations of this code;*

(d) To coordinate the responsibilities of the state of Colorado under the federal “National Voter Registration Act of 1993”, 42 U.S.C. sec. 1973gg;

(e) To serve as the chief state election official within the meaning of the federal “Help America Vote Act of 2002”, P.L. No. 107-252, and, in that capacity, to coordinate the responsibilities of the state of Colorado under the federal act in accordance with the requirements of this code.

(5) The provisions of this section are enacted, pursuant to section 11 of article VII of the state constitution, to secure the purity of elections and to guard against the abuses of the elective franchise.

*Section 24-21-104, C.R.S. **Fees of secretary of state.** (1) (a) It is the duty of the secretary of state to charge fees, which shall be determined and collected pursuant to subsection (3) of this section, for filing each body corporate and politic document, for filing each facsimile signature, for each notary public’s commission, for each foreign commission, for each official certificate, for administering each oath, for all transcripts or copies of papers and records, computer tapes, microfilm, or microfiche, and for other papers officially executed and other official work that may be done in the secretary of state’s office.*

(3) (a) This subsection (3) shall apply, where referenced by statute, to all fees charged by the secretary of state.

(b) The department of state shall adjust its fees so that the revenue generated from the fees approximates its direct and indirect costs, including the cost of maintenance and improvements necessary for the distribution of electronic records; except that the department may reduce its fees to generate revenue in an amount less than costs if necessary pursuant to section 24-75-402 (3). Such costs shall not include the costs paid by the amounts appropriated by the general assembly from the general fund to the department of state for elections pursuant to section 24-21-104.5.

*Section 24-21-104.5, C.R.S. **General fund appropriation – cash fund appropriation – elections.** The general assembly is authorized to appropriate moneys from the department of state cash fund to the department of state to cover the costs of the local county clerk and recorders relating to the conduct of general elections and November odd-year elections. If the amount of moneys in the department of state cash fund is*

insufficient to cover such costs, the general assembly may appropriate additional general fund moneys to cover such costs after exhausting all moneys in the department of state cash fund. The intent of the general assembly is to authorize the appropriation of department of state cash fund moneys and general fund moneys to the department of state to offset some of the costs of local county clerk and recorders associated with the additional election duties and requirements resulting from the passage of section 20 of article X of the state constitution and from the increased number of initiatives that are being filed.

Performance Measures:

Performance and workload measures for the Elections Division are in the narrative section of the Budget Request.

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Decision Item FY 08-09 Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09

Request Title: Compliance with Colorado Information Security Act

Department: State

Dept. Approval by:

Date: November 1, 2007

Priority Number: 2

OSPB Approval:

Date:

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	6,409,681	4,719,097	0	4,719,097	6,189,497	767,784	6,957,281	0	6,957,281	325,740
	FTE	24.80	29.00	0.00	29.00	29.00	2.10	31.10	0.00	31.10	31.10
	CF	6,409,681	1,911,971	0	1,911,971	6,189,497	767,784	6,957,281	0	6,957,281	325,740
(3) Long Bill Group Line Item Name Personal Services	Total	3,913,826	2,807,126	0	2,807,126	4,275,402	559,778	4,835,180	0	4,835,180	294,622
	FTE	24.80	29.00	0.00	29.00	29.00	2.10	31.10	0.00	31.10	31.10
	CF	3,913,826	0	0	0	4,275,402	559,778	4,835,180	0	4,835,180	294,622
(1) Long Bill Group Line Item Name Operating Expenses	Total	1,290,280	588,323	0	588,323	590,447	8,883	599,330	0	599,330	2,605
	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CF	1,290,280	588,323	0	588,323	590,447	8,883	599,330	0	599,330	2,605
(3) Long Bill Group Line Item Name Hardware/Software Maintenance	Total	796,136	878,230	0	878,230	878,230	29,123	907,353	0	907,353	28,513
	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CF	796,136	878,230	0	878,230	878,230	29,123	907,353	0	907,353	28,513
(3) Long Bill Group Line Item Name IT Asset Management	Total	409,439	445,418	0	445,418	445,418	170,000	615,418	0	615,418	0
	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CF	409,439	445,418	0	445,418	445,418	170,000	615,418	0	615,418	0

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: Yes No

Request Affects Other Departments: Yes No

If Yes, List Other Departments Here:

FTE and Operating Costs								GRAND TOTAL	
Fiscal Year(s) of Request		FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10
PERSONAL SERVICES	Title:	IT Pro IV							
Number of PERSONS / class title		2.10	2.1						
Calculated FTE per classification		2.10	2.10	0.00	0.00	0.00	0.00	2.10	2.10
Annual base salary	\$	86,576							
Number months working in FY 08-09 and FY 09-10		12	12						
Salary		\$181,810	\$181,810	\$0	\$0	\$0	\$0	\$181,810	\$181,810
PERA	10.15%	\$18,454	\$18,454	\$0	\$0	\$0	\$0	\$18,454	\$18,454
AED	1.60%	\$2,909	\$2,909	\$0	\$0	\$0	\$0	\$2,909	\$2,909
SAED	0.50%	\$909	\$909	\$0	\$0	\$0	\$0	\$909	\$909
Medicare	1.45%	\$2,636	\$2,636	\$0	\$0	\$0	\$0	\$2,636	\$2,636
Subtotal Personal Services		\$206,718	\$206,718	\$0	\$0	\$0	\$0	\$206,718	\$206,718
OPERATING									
Supplies @ \$500/\$500	\$ 500	\$1,050	\$1,050	\$0	\$0	\$0	\$0	\$1,050	\$1,050
Computer @ \$959/\$0	\$ 959	\$2,014	\$0	\$0	\$0	\$0	\$0	\$2,014	\$0
Office Suite Software @ \$300/\$0	\$ 300	\$630	\$0	\$0	\$0	\$0	\$0	\$630	\$0
Office Equipment @ \$2,021/\$0	\$ 2,021	\$4,244	\$0	\$0	\$0	\$0	\$0	\$4,244	\$0
Telephone Base @ \$450/\$450	\$ 450	\$945	\$945	\$0	\$0	\$0	\$0	\$945	\$945
Subtotal Operating		\$8,883	\$1,995	\$0	\$0	\$0	\$0	\$8,883	\$1,995
GRAND TOTAL ALL COSTS		\$215,601	\$208,713	\$0	\$0	\$0	\$0	\$215,601	\$208,713

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	State
Priority Number:	2
Change Request Title:	Compliance with Colorado Information Security Act

SELECT ONE (click on box):

- Decision Item FY 08-09
- Base Reduction Item FY 08-09
- Supplemental Request FY 07-08
- Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

This is a request for 2.1 FTE and \$767,784 total Cash Funds to implement necessary security measures as part of a three year plan by the Department of State to comply with the Colorado Information Security Act (“ISA”), 24-37.5-401 through 406, C.R.S. enacted by the legislature (House Bill 06-1157) and signed into law by the Governor on June 6, 2006.

Background and Appropriation History:

The ISA required the state’s Chief Information Security Officer (CISO) to promulgate rules and develop information security standards, policies and guidelines to secure the state’s communications and information resources, manage risks to those resources, and assure the integrity of data and the sources, destinations and processes applied to data.

The Department of State maintains and cross references several important data sets including voter information, death records, driver’s license records, Uniform Commercial Code (UCC) filings, business entity information, lobbyist information, felon files, and credit card data. This request is a major portion of the three-year plan to ensure all data

housed at the Department of State remains secure. Ultimately this will instill public confidence in government and prevent remediation costs due to a security breach.

General Description of Request:

The agency participated with the CISO in developing an Agency Cyber Security Plan (ACSP), performing an agency-wide risk assessment, and developing a Plan of Actions and Milestones (POA&M) in accordance with the rules adopted by the CISO (8 CCR 1501-5).

The Department's ACSP was conditionally approved by the CISO on October 1, 2007. Activities identified in the agency POA&M for action during FY2008-09 are not public record, pursuant to Section 24-72-202, C.R.S., and are not submitted in this change request for funding. These activities are considered by the agency to be critical to the secure operation of the agency, due both to the intrinsic duties of many of the Department's programs as stewards of information, and due to the potentially damaging impact of a security breach of a sensitive nature to the operation of the Department.

The specific areas hereby submitted for approval are:

- Agency Cyber Security Plan Continuation
 - Recruit a qualified Information Security Officer (ISO). Deploy an ISO to support the security tasks defined in the Agency Cyber Security Plan (ACSP).
 - ISO to perform yearly review of ACSP, RGBA (Risk Based Gap Analysis), and POA&M (Plan of Actions and Milestones). (NIST 800-26; 800-30)
 - Update and follow incident response plan.
 - Update End-user agreements, credit card agreements and other appropriate user security documents.
 - Provide monthly reporting of events, incidents, user account provisioning and other security metrics.
 - Hire qualified systems security professional to help implement and maintain specific security systems including network Intrusion Detection

System/Intrusion Protection System (IDS/IPS), centralized logging, and change control systems. Individual will also assist other engineers with security configurations on existing systems.

- Work with business unit managers to develop a written concept of operations for use in evaluating data risk as well as integrating the design of controls to be integrated into the ACSP.

- The Department does not currently have the staff to review current firewall logs, system logs, and general security configurations on a consistent basis. With the addition of the systems and needed policy execution to meet the State of Colorado security guidelines additional qualified staff is crucial.

- PCI (Payment Card Industry) Compliance Audit

- Retain a PCI Qualified Security Assessor to validate that no cardholder data is retained on agency systems. Review PCI network and systems compliance. Develop Remediation Plan to address deficiencies.

- Security Awareness & Training

- Security awareness training for Secretary of State and key agency stakeholders.

- Provide detailed security classes specific to systems configuration and incident response for systems engineering group.

- Security awareness training program, in addition to the online state security class, to end users.

- Additional security culture including social engineering tests, logon banners, posters, and lunch training sessions.

- Disaster Recovery Improvements

- The Department is currently able to respond to a disaster by restoring from tape pre-configured systems at the disaster recovery (DR) site. This request will allow several ‘hot and warm’ systems to be in place for a much faster response time in the event of a system failure or other disaster. This will include:

- Web and Web Application server licenses purchased and systems configured to run 24/7.
 - Cluster File, SQL, and Mail servers for real time recovery.
 - Develop a more extensive DR testing and response plan.
- Network Operations
 - Perimeter firewall assessment and hardening on a continual basis.
 - Acquire and deploy a Network IDS/IPS at both the perimeter and key segments within the agency.
 - Acquire and deploy centralized logging system to work in conjunction with IPS system. Monitor and review logs on a continual basis.
 - Develop a formal procedure for establishing network demilitarized zones (DMZs). Set-up network to meet State DMZ guidelines for systems. Maintain DMZ configuration for future systems.
 - Segment any allowed wireless access points into applicable rules for a public facing DMZ. Audit any allowed wireless networks to meet other state guidelines.
 - Require and implement encrypted remote sessions to all sensitive data even when access is restricted to local network.
 - Evaluate and compare HIPS systems (Host Based Intrusion Protection System) for FY 09-10.
 - Evaluate and compare information leakage control systems. Implementation plan for FY 09-10.
 - Evaluate and compare Network Compliance Manager Services for PCI compliance for FY 09-10.
 - Access Controls Phase I
 - Purchase and distribute screen privacy filters as necessary.
 - Evaluate, compare, and test NAC (Network Access Control) systems.
 - Evaluate Identity Management Systems for internal users and public web identity needs.
 - Evaluate multifactor authentication devices.

- Physical Security
 - Develop and Maintain Agency program for formal Physical Security Policy that addresses the minimum requirements included in the State Cyber Security Policy.
 - The Department is improving other physical security measures out of its base budget.

- Personnel Security
 - Establish process to ensure background checks are performed on all users accessing credit card or sensitive data, managing e-FOR³T and all system administrators.
 - Determine policy for background checks for other key agency stakeholders.

- System Access and Acceptable Use
 - Enhance and maintain current policy to meet Colorado Cyber Security Program (CCSP) requirements. Policies and procedures address responsibilities for managers with regard to hiring, transfer, and termination procedures for employees or contractors for which they are responsible. Identify methods of monitoring policy violations, enforcing sanctions, and updating user training.

- Data Handling and Disposal
 - Develop and maintain agency formal policy that addresses the minimum requirements included in the State Cyber Security Policy. Develop and maintain formal policy with data classification sensitivity defined. Work with "legal" to develop a data classification policy. Implement a data retention schedule. Train users to comply with data retention, handling and disposal policies.

- Change Control

- Acquire a change management platform to record system change requests and integrate a workflow to guide changes through the approval, test and deployment process. Develop and maintain agency policies, procedures and program for change control that addresses the minimum requirements included in the State Cyber Security Policy.
 - Develop access change control mechanisms to implement the policy on all critical systems.
 - Establish change control authority and approval process.
 - Inventory, establish and document system baselines after hardening guidelines followed. Provide regular reporting of system file changes for reference and review in a security event or incident.
- IT Risk and Vulnerability Management
 - Risk Awareness program for data owners. Use a data identification tool to help classify sensitive data to include social security numbers, accounts, driver's licenses and other personally identifiable information to help identify systems that require specific controls in updated ACSP.
 - Implement protocols for group nesting and user access auditing on Windows systems.
 - Document antivirus and spyware prevention programs.
 - Validate and maintain program so that all systems complete a virus scan at least weekly. Continue to monitor and remediate systems as necessary.

Consequences if Not Funded:

Each element of the agency's cyber security plan addresses differing areas of information security, risks and mitigation steps to minimize risk. The impact of failing to address the areas for improvement identified in the POA&M is difficult to assess in the absence of a breach of security, but a breach of almost any magnitude could be catastrophic.

The development of the ACSP and POA&M involved, in part, an identification of potential consequences of failing to address the areas of information security considered through that effort, and is reproduced here:

- Agency Cyber Security Plan Continuation
 - The primary risk to the Department is failure to provide oversight for the cyber security program. An Administrator's main job function is often to keep a system running; security is often overlooked and not required without proper management guidance.
 - As the Veterans Administration discovered, security expectations are not consistently managed without oversight. The lost laptop computer that cost the agency the confidence of the public as well as over \$200 million in remediation costs could have been prevented by enforcing agency policy. The US Government Accountability Office (GAO) found that lack of oversight caused the devastating loss of citizen privacy.

- PCI Compliance Audit
 - The Colorado Department of State must stay in PCI compliance to continue to operate effectively. Critical business and other applications require credit card processing for the office to function.
 - The potential for disclosure of credit card information and associated card verification (CV) numbers puts the State at severe risk regarding significant financial loss and/or public trust. The processing of credit cards must comply with current PCI standards in order to protect against possible disclosure and associated financial damages and legal ramifications. Disclosure financial fines are \$500,000 per card and an additional \$100,000 for every CV number.

- Security Awareness & Training
 - Agencies and organizations cannot protect the confidentiality, integrity, and availability of information in today's highly networked systems environment without ensuring that all people involved in using and managing IT:
 - Understand their roles and responsibilities related to the organizational mission
 - Understand the organization's IT security policy, procedures, and practices; and

- Have at least adequate knowledge of the various management, operational, and technical controls required and available to protect the IT resources for which they are responsible.
 - As cited in audit reports, periodicals, and conference presentations, it is generally understood by the IT security professional community that people are one of the weakest links in attempts to secure systems and networks. The “people factor” - not technology - is key to providing an adequate and appropriate level of security. If people are the key, but are also a weak link, more and better attention must be paid to this “asset.”
- Disaster Recovery Improvements
 - Accessibility is one of the most critical elements of security. If banks are not able to get to UCC information the community has been proven to suffer considerable financial loss. Access to Secretary of State resources is extremely crucial to businesses, voters, and many other entities. The faster the response the less loss the public experiences.
- Network Operations
 - Improvements in Network operations are necessary to ensure data security and PCI compliance.
 - IDS/IPS and other network detections systems are crucial to maintain system’s confidentiality and integrity.
 - (May 19, 2007) A database holding personally identifiable information of approximately 300,000 people who have applied for or hold certain professional licenses in Illinois has been breached. The compromised data include addresses, tax identification numbers and SSNs. People affected by the breach will receive notification letters. On May 3, officials at the Illinois Department of Financial and Professional Regulation confirmed that data had been breached; the incident may have occurred as long ago as January 2007. Those affected by the breach include mortgage brokers, real estate agents and pawn-shop operators. Many more examples of these types of breaches are documented across the industry.

- Access Controls Phase I
 - Improvements in Access Controls are necessary to ensure data security and PCI compliance.
 - Purchase and distribute screen privacy filters as necessary.
 - Due to the high number of easily publicly viewable screens in the Secretary of State's office, this is a necessary measure.
 - Evaluate, compare, and test NAC (Network Access Control) systems.
 - Crucial to allowing only the Department's computer systems on the network.
 - Evaluate Identity Management Systems or users and public needs.
 - These systems need to be evaluated not only for possible internal use, but also for large public facing web applications that may need the ability to perform identity management.
 - Evaluate multifactor authentication devices.
 - Multifactor authentication is a very large step toward better security without the big dollar impact. A user not only has to know their password, but has to have something additional, such as a token or biometric attribute. This prevents password sharing and helps guarantee the identity of the user.

- Physical Security
 - The Department of State has a number of physical security controls in place and more planned, but specific policies need to be documented and followed. CDOS administration is working towards improved physical security controls in the publicly accessible areas.

- Personnel Security
 - Trusted individuals are the most critical element in any system. Establishing a process to ensure background checks are performed for sensitive data access is crucial.

- System Access and Acceptable Use

- Controlling proper data access often needs a fast response. When an individual is transferred or terminated administrators and data owners need to be notified immediately. This prevents employee retaliation or other potential malicious acts to critical systems.
- Data Handling and Disposal
 - Defining data retention schedules is important to ensure the agency meets legal requirements for open records requests, legal issues, and general business needs.
 - Defining sensitive data needs is critical to proper access permissions and data retention. Different data classifications have different security and retention needs within an organization.
 - Disposing of sensitive and other data properly is the last step in keeping data secure. If data is secure within the agency, but is not disposed of properly, there was no benefit to securing the data in the first place.
- Change Control
 - Formal change control is necessary for both systems changes and application development. Change control process have many benefits including:
 - Documented approval process for systems and development changes. This prevents systems and development from making a change without communication to the appropriate team members and supervisors.
 - System's security configuration changes are reviewed by at least one other engineer to prevent an accidental change allowing insecure access to the network.
 - In the event of a system failure, recent changes can be reviewed to quickly determine the source of the failure.
 - A formal change cycle forces reviewing engineers to keep up-to-date with all systems, even if they are not the primary support engineer on the system. This is one of the best sources of cross-training available.
- IT Risk and Vulnerability Management

- Data owners need to be made aware of what data they have, which types of data are sensitive, what systems house sensitive data, and what their responsibilities are to keep the data secure. If Data Owners and users are not aware of data locations and their role in keeping data secure, eventually data will be compromised.
- Determining sensitive data locations on even a medium size network is a daunting task that is not practical to perform manually. Tools to scan network files on a regular basis are necessary to ensure sensitive data is controlled and secure.
- Formal anti-virus and spyware prevention programs are a necessary base to any security program. Requiring weekly scans and always-on protection is necessary if a system is connected to the internet for even a brief period of time.
- Hardware and Software costs based on industry data, vendor estimates, and Colorado Information Security Operations Center (ISOC) input.

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$767,784		\$767,784			2.1
Personal Services	\$559,778		\$ 559,778			2.1
Operating Expenses	\$8,883		\$8,883			
Hardware/Software Maintenance	\$29,123		\$29,123			
Asset Management	\$170,000		\$170,000			

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$325,740		\$325,740			2.1
Personal Services	\$294,622		\$294,622			2.1
Operating Expenses	\$2,605		\$2,605			
Hardware/Software Maintenance	\$28,513		\$28,513			

Assumptions for Calculations:

Personal Services costs include the following:

- 2.1 FTE – IT Prof. IV - \$206,718 for FY2008-09 and FY2009-10
- Contractors/consultants to provide assessments, implementation, and data security services - \$297,740 for FY2008-09; follow-up services in the amount of \$32,584 in FY2009-10
- Training of staff on best security practices, executive director training on data security risks, and advanced engineer training for implementation – in FY2008-09 and FY2009-10 – \$55,320 each year.

Operating costs include basic costs per FTE, as well as inexpensive software packages.

Asset Management costs of \$170,000 in FY2008-09 are for the purchase of intrusion detection and intrusion preventions systems, centralized logging, change control systems, screen privacy and other mechanisms needed to implement the plan.

Impact on Other Government Agencies:

No direct impact on other government agencies is anticipated. An indirect impact on the amount of appropriations available to other state agencies (i.e., appropriating Department of State cash funds for ACSP and POA&M activities leaves other funding sources undisturbed for other agency POA&M activities) could result.

Cost Benefit Analysis:

A cost benefit analysis is not required for change requests submitted under state mandates.

Implementation Schedule:

Task	Month/Year
Internal Research/Planning Period	ACSP & POA&M Complete – June 2007
Planning for FY2008-2009 POA&M Activities	April 2008 – July 2008
Disaster Recovery Improvements	July 2008 – December 2008
Personnel Security – Establish policies and protocols for background checks.	May - June 2008
System Access – Establish policies in regards to hiring, transfer, and termination procedures.	May - June 2008
ACSP Continuation - Recruit a qualified ISO.	May - July 2008
ACSP Continuation - Higher qualified systems security professional.	May – July 2008
ACSP Continuation - Written concept of operations.	May – July 2008
Access Controls Phase I – Purchase and distribute screen privacy filters.	June - July 2008
Access Controls Phase I – Evaluate NAC (Network Access Control).	July 2008
PCI Compliance Audit - Retain a PCI Qualified Security Assessor to validate that no cardholder data is retained on agency systems.	July – August 2008
Network Operations - Evaluate and compare HIPS systems.	August 2008
Access Controls Phase I – Evaluate multifactor authentication devices	August 2008
Security Awareness & Training - Annual security awareness training for ED and key agency stakeholders.	August – September 2008
Network Operations - Evaluate Information Leakage Control systems.	September 2008
Access Controls Phase I – Evaluate Identity Management Systems (Internal and Public).	September 2008
Network Operations - Evaluate and compare Network Compliance Manager Services for PCI compliance.	October 2008
Security Awareness & Training – Annual security training for systems engineering group.	November 2008
Network Operations – Perimeter Firewall Assessment.	November 2008
Network Operations - Acquire and deploy a Network IPS.	November – December 2008

Network Operations - Acquire and deploy centralized logging.	November – December 2008
Change Control - Acquire and deploy change management platform.	January 2009
Physical Security – Establish policies and protocols.	February 2009
Data Handling and Disposal - Data classification and retention policy.	January – April 2009
IT Risk and Vulnerability Management - Risk Awareness program for data owners.	January – April 2009
Change Request POA&M FY2008-2009 activities completed	June 2009
Annual ACSP and POA&M submitted to CISO	June 2009

Statutory and Federal Authority:

*Section 24-37.5-404, C.R.S. **Public agencies – information security plans.** (1) On or before July 1, 2007, each public agency shall develop an information security plan utilizing the information security policies, standards, and guidelines developed by the chief information security officer. The information security plan shall provide information security for the communication and information resources that support the operations and assets of the public agency.*

(5) An information security plan may provide for a phase-in period not to exceed three years. An implementation schedule for the phase-in period shall be included in such a plan. Any phase-in period pursuant to this subsection (5) shall be completed by July 1, 2009.

Performance Measures:

Performance Measure

	Actual FY06-07	Estimate FY07-08	Estimate FY08-09	Estimate FY09-10
Percentage of staff achieving a passing grade on a cyber security awareness exam	N/A	75%	90%	>90%

Workload Measures

	FY06-07	FY07-08	FY08-09	FY09-10
Number of cyber security awareness classes conducted by agency staff				
Target		2	4	4
Actual	N/A			

	FY06-07	FY07-08	FY08-09	FY09-10
Percentage of Department employees attending cyber security awareness training within a six month period				
Target		33%	66%	100%
Actual	N/A			
Percentage of times in which employee accounts are inactivated within 5 business days of separation				
Target		80%	90+%	100%

Schedule 13
Change Request for FY 08-09 Budget Request Cycle

Decision Item FY 08-09 Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09
Request Title: Department Accounting System Replacement
Department: State **Dept. Approval by:** **Date:** November 1, 2007
Priority Number: 3 **OSPB Approval:** **Date:**

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	6,409,681	4,719,097	0	4,719,097	5,599,047	520,000	6,119,047	0	6,119,047	100,000
	FTE	24.80	29.00	0.00	29.00	29.00	0.00	29.00	0.00	29.00	0.00
	CF	6,409,681	1,911,971	0	1,911,971	5,599,047	520,000	6,119,047	0	6,119,047	100,000
(1) Long Bill Group	Total	3,913,826	2,807,126	0	2,807,126	4,275,402	380,000	4,655,402	0	4,655,402	75,000
Line Item Name	FTE	24.80	29.00	0.00	29.00	29.00	0.00	29.00	0.00	29.00	0.00
Personal Services	CF	3,913,826	0	0	0	4,275,402	380,000	4,655,402	0	4,655,402	75,000
(1) Long Bill Group	Total	1,290,280	588,323	0	588,323	0	0	0	0	0	0
Line Item Name	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenses	CF	1,290,280	588,323	0	588,323	0	0	0	0	0	0
(3) Long Bill Group	Total	796,136	878,230	0	878,230	878,230	20,000	898,230	0	898,230	25,000
Line Item Name	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hardware/Software Maintenance	CF	796,136	878,230	0	878,230	878,230	20,000	898,230	0	898,230	25,000
(3) Long Bill Group	Total	409,439	445,418	0	445,418	445,415	120,000	565,415	0	565,415	0
Line Item Name	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IT Asset Management	CF	409,439	445,418	0	445,418	445,415	120,000	565,415	0	565,415	0

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: Yes No

Request Affects Other Departments: Yes No

If Yes, List Other Departments Here:

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	State
Priority Number:	3
Change Request Title:	Department Accounting System Replacement

SELECT ONE (click on box):

- Decision Item FY 08-09
- Base Reduction Item FY 08-09
- Supplemental Request FY 07-08
- Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

This is a request for \$520,000 total Cash Funds to replace the Department’s accounting system which serves to allow the Department to perform “point of sale” and other accounting functions for fee payers, Departmental users, finance staff, and senior management.

Background and Appropriation History:

The Secretary of State is the chief executive of an office that oversees and administers numerous statutory and constitutional provisions that include: Colorado’s business and commercial statutes pertaining to profit and nonprofit corporations; limited liability companies; partnerships; trade names; secured transactions under the Uniform Commercial Code and miscellaneous liens; Colorado Election Code; Help America Vote Act; Voter Registration Law; Campaign Finance Laws; Campaign Finance Laws; Lobbyist Regulation; Colorado Charitable Solicitations Act, Bingo and Raffles Laws, and Notaries Public Laws. The basic mission of the Department of State is to collect, secure, and make accessible a wide variety of public records, ensure the integrity of elections, and enhance commerce. Pursuant to Section 24-21-104, C.R.S., it is the duty of the

secretary of state to charge fees and to maintain an accounting system for the collection of such fees.

In 1996 the agency created an accounting system to process the payments for the registrations and services the office provides. This system is used for both online filings and filings and services handled at the physical office. The payments that are accepted are cash, credit card, check, and the handling of prepaid accounts. The software tracks the money that comes in and associates it to the related transaction. In addition, the software appropriates the money to the proper COFRS accounts. The accounting system is used by every division in the office. The Business, Elections and Licensing Divisions use the system to enter the payments that come into the office; the Administration Division, specifically the financial section, use the software to support their backend processing and reporting of the payments received in the office.

General Description of Request:

The eleven-year old accounting system the Department uses has reached its end of life due to old, non-supportable technology. The criticality of the accounting system to the normal operation of the Department and the risk associated with keeping the old system running has led to this request to replace the current accounting system. The Department requests, for Fiscal Year 2008-09 and future years, cash fund appropriations for buying a replacement for the accounting system as well as funding for maintenance and operation of the new accounting system for future years.

There are two major alternatives with respect to replacing the accounting system: (1) purchase a new, off-the-shelf accounting system, or (2) develop a new accounting system within the Department of State office. The Department's request is to purchase a new off-the-shelf accounting system.

There is a rich set of existing software that has been developed to handle accounting for companies. The Department evaluated products of 5 different vendors that cover the range from the largest enterprise resource planning (ERP) vendors through mid-tier vendors and down to open source options. Vendors were consulted and, where available, demo software or demos were received by the Department. Without going through a

formal RFP process, only ballpark estimates of costs from vendors could be obtained. This initial analysis of vendors is the basis for the cost estimate for this request.

An advantage to buying existing software is that it will give the Department access to industry standard reports and features that go beyond what the current accounting system supports. Many of these items are above what our user community is thinking, but once the users have access to them they could quickly become part of what the users 'need'. In addition, these accounting systems have standard reporting that is familiar to auditors, which could simplify the auditing process in the office's accounting area.

The Department conducted a feasibility study of various major off-the-shelf ERP and accounting systems. Below is a summary of the vendor evaluations:

- SAP – Solid, well-proven ERP system with a solid accounting system; has the most robust integration, with several integration options available. Based on high level estimates provided from the vendor representative, the costs are over 6 times any other competitor (cost is based on license, maintenance, training, and support).
- Oracle – PeopleSoft is a good ERP system that should provide the accounting needs of the Department. One concern is the new Fusion product, the new direction of Oracle, that will be available in 2008. While Oracle is promising a migration strategy for their other systems, the migration process is not yet defined, so the complexity of the migration is unknown.
- Sage – This product has the basic accounting feature, but it doesn't appear this application is meant to be integrated with other software or reporting packages. Access directly to the product tables requires a great deal of in-depth knowledge of the tables. In addition, if they change the database structure, future upgrades would be very difficult.
- Great Plains (GP) – The product has all the general functionality expected of a typical ERP; the User Interface is easy to use and is intuitive for an ERP. Microsoft GP has generally played in the small market and is starting to play in the mid-market range. However, other vendor comments made about Microsoft GP raise some concern as to GP's performance and scalability.

- Compiere (Open Source) – The application only works with Oracle, SQL Server, DB2, Postgres, EnterpriseDB. Unfortunately, they depend a great deal on stored procedures so it is not practical to run on IBM Informix. The client application was buggy, locking up and not letting users get out of pages that had required fields unless they filled them in. This solution could have a high learning curve for the users.

The actual evaluation scoring was weighted, with some areas being of greater importance than others. The totals for each vendor option were as follows:

- SAP 924
- Oracle 1185
- Sage 630
- GP 1151
- Compiere 895

Based on the evaluations, Microsoft Great Plains (GP) and Oracle are the best options for the Department to consider. The approximate costs obtained as part of the feasibility study are used for the dollar amounts of this request. The final choice will be based on a more formal software selection process once an appropriation has been approved for this effort.

An off-the-shelf product will allow the Department to stay current with state-of-the-art accounting software just by staying current with the vendor updates. The alternative of building a new system in-house would have only minor functionality change from the current out-dated system. An in-house system would be built using the same framework as all other JAVA applications that have been built over the past four years, which would improve the speed of development. However, this option would prevent the Department from taking advantage of any new features of off-the-shelf software that could prove to be of greater benefit to Department customers as well as to internal operations.

Consequences if Not Funded:

In the 11 years since the accounting system was created, there have been some minor functionality changes and upgrades over time, but the fundamental architecture of the system has not changed. This old architecture has the following major problems:

- It was written in a language (Informix 4gl) that is now obsolete and which is forcing the Department to stay on old hardware and operating systems (upgrading will cause the application to fail). The vendors will soon stop supporting the hardware and operating systems that run the current accounting software.
- It is difficult to obtain resources to maintain a system written in such old technology.

The accounting system is a key component used by any of the office’s systems that involve payment. The office is at risk of not being able to process payments if there is a major system failure and any of the pieces of the system are no longer supported by the vendors.

The current system architecture is also incapable of being made fully redundant as part of the agency’s disaster recovery and business continuity plan. This core system is the oldest of the Department’s technology systems and is preventing the full utilization of the replication, fault tolerance and redundancy capabilities of the Department.

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$520,000		\$520,000			0.0
Personal Services	\$380,000		\$380,000			0.0
Hardware & Software Purchased	\$120,000		\$120,000			
Hardware & Software Maintenance	\$20,000		\$20,000			

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$100,000		\$100,000			0.0
Personal Services	\$75,000		\$75,000			0.0
Hardware & Software Maintenance	\$25,000		\$25,000			

Assumptions for Calculations:

Without a formal RFP, vendors would only provide estimates of the costs of a new system. It is possible that when the Department issues a formal RFP, the final costs may differ. (If the final costs are significantly different than this request, the Department will consider alternatives.) The vendor cost estimates for this request are based on the higher of two individual totals received from Oracle and a third party vendor, RSM McGladrey, for GP. Regardless of the vendor selected, there is a certain amount of work that will be required to change to the new system, including defining the requirements, migrating data from the old accounting system to the new one, integrating the new system with existing applications, and training users on the system and any changes it might cause to the current process. These costs are included with the vendor estimates in the table below.

Estimated Costs:	FY 2008-09	FY 2009-10
Software Licensing	\$100,000	0
Hardware & Software Maintenance	20,000	\$25,000
Consulting/Customization/Training	300,000	55,000
Hardware	20,000	
Defining Requirements	25,000	0
Data Migration	15,000	0
Application Integration	25,000	0
Internal Training	15,000	20,000

Totals	\$520,000	\$100,000
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Request for FY 2008-09:

Personal Services costs include those paid to the vendor (\$300,000) for consulting, customization of the system, and vendor-provided training, as well as contractor costs (\$80,000) for requirements gathering, data migration, integration of application with existing software, and internal training.

Hardware and software costs include \$100,000 for base software for the system, and \$20,000 for the Department to purchase computer server hardware. In addition, it is estimated that the annual maintenance cost for maintenance is \$20,000.

Request for FY 2009-10:

Personal Services costs include \$55,000 for any modifications or enhancements required of the custom software application and \$20,000 for internal training. Annual hardware and software maintenance costs are \$25,000.

The Department has estimated that to development a system in-house would initially cost approximately \$350,000, which is less than purchasing existing software. However, the Department believes the benefits of an off-the-shelf product, i.e., allowing the Department to stay current with state of the art accounting software and vendor updates, outweigh the differences in costs between the options.

Impact on Other Government Agencies:

No impact on other state or local government agencies is anticipated.

Cost Benefit Analysis:

The method by which the Department currently supports accounting functions is not sustainable due to the aging technology base of the accounting system. A cost benefit analysis to identify the most appropriate strategy for replacing this core system will be conducted as part of the evaluation of alternatives, if the change request is approved.

Implementation Schedule:

Task	Month/Year
Internal Research/Planning Period	Completed October 2007
RFP/Requirements Development	April 2008 – August 2008
RFP Issued	September 2008
RFP/Project Evaluation	October 2008 – November 2008
Contract Written	December 2008
Contract Awarded/Signed	February 2009
Start-Up Date	June 2009

Statutory and Federal Authority:

Section 24-21-104, C.R.S. Fees of secretary of state. (1) (a) It is the duty of the secretary of state to charge fees, which shall be determined and collected pursuant to subsection (3) of this section, for filing each body corporate and politic document, for filing each facsimile signature, for each notary public’s commission, for each foreign commission, for each official certificate, for administering each oath, for all transcripts or copies of papers and records, computer tapes, microfilm, or microfiche, and for other papers officially executed and other official work that may be done in the secretary of state’s office. The secretary of state shall not deliver any such commission, file for record any certificate, or do any such official work until the fee or sum so fixed to be collected therefore has first been paid.

(2) Except as otherwise provided by statute, the secretary of state is authorized to maintain an accounts receivable system for the collection of fees charged for papers officially executed and all other official work which may be done in his office.

Performance Measures:

Relevant performance measures will be developed as part of the project measurement plan for the project.

**Schedule 13
Change Request for FY 08-09 Budget Request Cycle**

Decision Item FY 08-09 Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09

Request Title: Voting Equipment Certification
Department: State
Priority Number: 4

Dept. Approval by:
OSPb Approval:
Date: November 1, 2007
Date:

	Fund	1	2	3	4	5	6	7	8	9	10
		Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
Total of All Line Items	Total	18,500,364	3,810,214	0	3,810,214	8,003,934	(0)	8,003,934	0	8,003,934	0
	FTE	9.00	9.50	0.00	9.50	17.50	0.00	17.50	0.00	17.50	(10.00)
	GF	0	0	0	0	0	1,026,994	1,026,994	0	1,026,994	1,001,143
	CFE	18,500,364	3,710,214	0	3,710,214	8,003,934	(1,026,994)	6,976,940	0	6,976,940	(1,001,143)
	FF	0	100,000	0	100,000	0	0	0	0	0	0
(1) Long Bill Group	Total	0	0	0	0	0	680,161	680,161	0	680,161	680,161
Line Item Name	FTE	0.00	0.00	0.00	0.00	0.00	10.00	10.00	0.00	10.00	0.00
Personal Services	GF	0	0	0	0	0	680,161	680,161	0	680,161	680,161
(1) Long Bill Group	Total	0	0	0	0	0	42,406	42,406	0	42,406	42,406
Line Item Name	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Health, Life and Dental	GF	0	0	0	0	0	42,406	42,406	0	42,406	42,406
(1) Long Bill Group	Total	0	0	0	0	0	697	697	0	697	697
Line Item Name	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Short-term Disability	GF	0	0	0	0	0	697	697	0	697	697
(1) Long Bill Group	Total	0	0	0	0	0	8,573	8,573	0	8,573	8,573
Line Item Name	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amortization Equalization Disbursement	GF	0	0	0	0	0	8,573	8,573	0	8,573	8,573
(1) Long Bill Group	Total	0	0	0	0	0	20,736	20,736	0	20,736	20,736
Line Item Name	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Salary Survey and Senior Executive Service	GF	0	0	0	0	0	20,736	20,736	0	20,736	20,736
(1) Long Bill Group	Total	0	0	0	0	0	7,501	7,501	0	7,501	7,501
Line Item Name	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Performance-based Pay Awards	GF	0	0	0	0	0	7,501	7,501	0	7,501	7,501

**Schedule 13
Change Request for FY 08-09 Budget Request Cycle**

Decision Item FY 08-09 Base Reduction Item FY 08-09 Supplemental FY 07-08 Budget Request Amendment FY 08-09

Request Title: Voting Equipment Certification

Department: State

Dept. Approval by:

Date: November 1, 2007

Priority Number: 4

OSPB Approval:

Date:

		1	2	3	4	5	6	7	8	9	10
	Fund	Prior-Year Actual FY 06-07	Appropriation FY 07-08	Supplemental Request FY 07-08	Total Revised Request FY 07-08	Base Request FY 08-09	Decision/ Base Reduction FY 08-09	November 1 Request FY 08-09	Budget Amendment FY 08-09	Total Revised Request FY 08-09	Change from Base (Column 5) FY 09-10
(1) Long Bill Group											
Line Item Name	Total	0	0	0	0	0	178,720	178,720	0	178,720	152,869
Operating Expenses	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	GF	0	0	0	0	0	178,720	178,720	0	178,720	152,869
(1) Long Bill Group											
Line Item Name	Total	0	0	0	0	0	88,200	88,200	0	88,200	88,200
Leased Space	FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	GF	0	0	0	0	0	88,200	88,200	0	88,200	88,200
(2) Long Bill Group											
Line Item Name	Total	18,500,364	3,810,214	0	3,810,214	8,003,934	(1,026,994)	6,976,940	0	6,976,940	(1,001,143)
SPECIAL PURPOSE	FTE	9.00	9.50	0.00	9.50	17.50	(10.00)	7.50	0.00	7.50	(10.00)
Help America Vote Act Program	GF	0	0	0	0	0	0	0	0	0	0
	CFE	18,500,364	3,710,214	0	3,710,214	8,003,934	(1,026,994)	6,976,940	0	6,976,940	(1,001,143)
	FF	0	100,000	0	100,000	0	0	0	0	0	0

Letternote revised text:

Cash Fund name/number, Federal Fund Grant name:

IT Request: Yes No

Request Affects Other Departments: Yes No **If Yes, List Other Departments Here:**

FTE and Operating Costs							GRAND TOTAL		
Fiscal Year(s) of Request		FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10	FY 08-09	FY 09-10
PERSONAL SERVICES	Title:	General Prof V		General Prof III		Technicians I; Ad. Asst		To two decimal	
Number of PERSONS / class title		1.00	1	4.00	4	5.00	5		
Calculated FTE per classification		1.00	1.00	4.00	4.00	5.00	5.00	10.00	10.00
Annual base salary (monthly * 12)	\$	90,768		72,575		30,948			
Number months working in FY 08-09 and FY 09-10		12	12	12	12	12	12		
Salary		\$90,768	\$90,768	\$290,300	\$290,300	\$154,740	\$154,740	\$535,808	\$535,808
PERA	10.15%	\$9,213	\$9,213	\$29,465	\$29,465	\$15,706	\$15,706	\$54,384	\$54,384
FICA	1.45%	\$1,316	\$1,316	\$4,209	\$4,209	\$2,244	\$2,244	\$7,769	\$7,769
Subtotal Personal Services		\$101,297	\$101,297	\$323,974	\$323,974	\$172,690	\$172,690	\$597,961	\$597,961
OPERATING									
Supplies @ \$500/\$500	\$ 500	\$500	\$500	\$2,000	\$2,000	\$2,500	\$2,500	\$5,000	\$5,000
Computer @ \$959/\$0	\$ 959	\$959	\$0	\$3,836	\$0	\$4,795	\$0	\$9,590	\$0
Office Suite Software @ \$300/\$0	\$ 300	\$300	\$0	\$1,200	\$0	\$1,500	\$0	\$3,000	\$0
Office Equipment @ \$2,021 /\$0	\$ 2,021	\$2,021	\$0	\$8,084	\$0	\$10,105	\$0	\$20,210	\$0
Telephone Base (Annual)	\$ 450.0	\$450	\$450	\$1,800	\$1,800	\$2,250	\$2,250	\$4,500	\$4,500
Subtotal Operating		\$4,230	\$950	\$16,920	\$3,800	\$21,150	\$4,750	\$42,300	\$9,500
GRAND TOTAL ALL COSTS		\$105,527	\$102,247	\$340,894	\$327,774	\$193,840	\$177,440	\$640,261	\$607,461

Note: Includes current salary level of 4.0 FTE on staff in FY07-08.

CHANGE REQUEST for FY 08-09 BUDGET REQUEST CYCLE

Department:	State
Priority Number:	4
Change Request Title:	Voting Equipment Certification

SELECT ONE (click on box):

- Decision Item FY 08-09
- Base Reduction Item FY 08-09
- Supplemental Request FY 07-08
- Budget Request Amendment FY 08-09

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

This is a request to change 10.0 FTE and \$1,026,994 total funds from Cash Funds Exempt to 100% General Funds to fulfill the requirements of Title 1, Article 5, C.R.S. regarding the certification of voting systems used by counties in the state for the conduct of elections.

Background and Appropriation History:

The Help America Vote Act of 2002 (HAVA) was enacted to improve the administration of federal elections, and federal funds were distributed to states for this purpose. HAVA has several requirements, one of which is to have at least one accessible voting system in each polling place for voters with disabilities. The accessible voting systems that are currently available for use in Colorado are electronic voting devices (DRE's). National and local concerns were raised about the security and accuracy of computerized voting systems and technologies, and in 2004, Title 1, C.R.S. was amended (HB04-1227) to add requirements regarding voting equipment certification by the Secretary of State. Prior to this amendment, the process to certify voting equipment by the Secretary was simply a review of independent testing results supplied by the voting equipment vendor. Under

Article 5 of Title 1, the Secretary of State was required to adopt rules that establish minimum standards for electronic and electromechanical voting systems regarding functional requirements, performance levels, physical and design characteristics, documentation requirements, evaluation criteria, audit capacity, security and telecommunications requirements, and accessibility. These rules were adopted and implemented in 2005, but were found to be incomplete in the requirements for security of voting systems. (This, in part, came about through litigation against the state in 2006 by a national activist group who wanted to eliminate electronic voting systems.) Additional emergency security measures were adopted and the Secretary of State assembled a panel of security experts to address the concern and implement new requirements for certification. The new requirements were adopted in 2007 and the Secretary re-evaluated all voting systems under the new requirements.

A requirement was included in the law for the Secretary to hire a voting equipment systems manager and other staff to assist in the examination and testing of electronic voting systems (and subsequent modifications to a certified system) submitted by vendors for certification. Three FTE were hired to perform these functions.

No funds or FTE were appropriated to the Department under HB04-1227 to certify voting systems because it was believed at the time that HAVA federal funds (which are continuously appropriated) could be used to pay the personnel and operating expenses of this function. However, guidelines issued in May, 2007 by the Election Assistance Commission (EAC) on the use of HAVA funds do not indicate HAVA funds should be used for state certification of voting systems. It is the Department's interpretation of these guidelines that the use of HAVA funds to certify equipment as required by the state law may not fall in line with the guidelines for using the funds.

General Description of Request:

In the conduct of elections, counties cannot use voting systems unless the systems have been certified by the Secretary of State. The Department is requesting the appropriation of state General Funds to support the voting equipment certification program of the Department as required by Title 1. There are currently four vendors that sell voting

systems to counties in the state. New or updated versions of their equipment must be certified by the Secretary of State before counties can use such equipment in an election. Sometimes the vendors must update their equipment because of the requirements made by the federal or state government, causing a new certification process of their voting systems. The vendors submit their requests for certification to the Secretary of State and staff must perform the functions as outlined in Title 1 and Secretary of State Rules for the Secretary to make a decision within 90 days after the request by the vendor is made. The Department has found that to certify the voting systems as required by the law is an extensive time-consuming process involving much more than simply reviewing independent testing results. Three staff persons could not perform all the testing, examination and documentation required to evaluate the equipment within the ninety day timeframe the process must be completed. Temporary professional and technical support employees were brought in to assist with the project.

Due to concerns with security and accuracy of electronic voting equipment in accordance with state certification programs, the Department had to take extraordinary measures in the processing of voting system certifications. Particularly, the Secretary implemented additional procedures to secure the environment in which to test and examine the equipment for certification; incorporate the use of industry standards (IEEE) for testing and evaluating hardware and software; adopt procedures for creating video documentation of the certification process; and implement procedures for ensuring the proper chain of custody for all voting system software and hardware used in the state. In addition to these changes, the Department retained the services of outside consultants to act as independent auditors of the Department's process and results.

In the last quarter of FY07, the Department expended over \$300,000 in personnel and operating costs for this certification program, in part with available cash funds, but primarily with the Help America Vote Act funds. However, it is expected that in FY08, the Department must expend over \$925,000 related to this process. The Department does not have FTE or cash funds to pay for this voting certification process, and, as presented in Change Request #1, the Department does not believe cash funds should be used to

support election-related activities. Therefore, the Department request is to fund the voting equipment certification program with state General Funds.

Consequences if Not Funded:

If this request is not funded, the Department will not be able to certify voting equipment used in the state as required under Title 1 and Rule 45. In addition to certification of equipment, the staff in this unit is responsible for administering mandated post-election audits; supporting the counties in user acceptance testing of equipment; installation and auditing of trust build requirements; supporting county logic and accuracy testing; training of county clerks and staff related to these requirements; and administration of county security plan requirements per Rule 43. To continue paying the costs to certify the equipment and perform other state requirements with HAVA funds runs the risk of losing twice the amount of federal funding expended on this program (what has been spent and the same amount returned) if it determined in an audit that HAVA funds should not be used for state certification of voting systems. The consequences of not certifying the equipment could have a greater fiscal impact. The litigation brought against the state in 2006 was costly – over \$130,000 in legal fees. It is expected that further litigation would be brought against the state if it fails to take the steps necessary to assure that accurate, secure, trusted and tested voting systems are used in the state. (State funds would be used to defend litigation because HAVA prohibits using HAVA funds on litigation.) The ultimate consequence of not certifying voting systems would be to the voters of the state, who would not have the assurance that everything required had been done properly to protect the security and accuracy of elections and the legitimacy of the election results.

Calculations for Request:

Summary of Request FY 08-09	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$1,026,994	\$1,026,994				10.0
Personal Services	\$760,074	\$760,074				10.0
Operating, Equipment and Supplies	\$178,720	\$178,720				
Leased Space	\$88,200	\$88,200				

Summary of Request FY 09-10	Total Funds	General Fund	Cash Funds	Cash Funds Exempt	Federal Funds	FTE
Total Request	\$1,001,143	\$1,001,143				10.0
Personal Services	\$760,074	\$760,074				10.0
Operating, Equipment and Supplies	\$152,869	\$152,869				
Leased Space	\$88,200	\$88,200				

Summary of Expenditures Projected for Current FY07-08	Total Funds		Cash Funds	Cash Funds Exempt (HAVA)		FTE
Total	\$927,612			\$927,612		4.0
Personal Services, including temporary employees	\$724,918			\$724,918		4.0
Operating, Equipment and Supplies (minimum estimate)	\$139,974			\$139,974		
Leased Space	\$62,720			\$62,720		

Assumptions for Calculations:

The calculations for the request are based on the following.

1. Leased Space: In 2007, it was necessary for the Department to lease additional space on a different floor in the building in which the office is located. Certifying the voting equipment requires approximately 3,000 sq. ft. of a secure environment, and there was not enough space available in the office configuration to accommodate the needs for this program. The costs for this additional space are \$62,720 for the remainder of FY07; \$88,200 for FY08-09. The costs for FY09-10 are unknown; remaining in the space will require negotiation of a new rate. For the purpose of this change request, it is assumed the rate will not change.
2. Operating Costs (supplies, phone, etc.) are calculated at established rates and total \$42,300 for 2008-09 and \$9,500 for 2009-2010. The voting equipment certification operating, equipment, and special supplies are expected to total at least \$136,420 for FY07-08 (based on current level expenditures); these are specific to voting equipment certification and include: documentation items (special tabs, notebooks, CD's, printing, labels, and scanning costs). Costs are estimated to remain at or above the current fiscal year costs. Using a conservative 3% inflationary factor, the Department

expects to expend a minimum of \$143,369 in FY08-09. (No funds are requested for legal services because litigation is not predictable, and none is pending.)

Operating Costs	FY2008-2009	FY2009-2010
Operating in support of FTE	\$ 42,300	\$9,500
Voting Equipment Certification Operating Costs	\$136,420	\$143,369
Totals	\$178,720	\$152,869

3. The Department currently employs four FTE who work in the voting equipment certification program, as well as three temporary professionals and an average of seven temporary technical support persons assisting in the program. It is expected that to continue with this program, the Department requires the services of 10.0 FTE, and the occasional use of temporary help to assist in meeting certification deadlines. Personal services are expected to be less in FY08-09 than currently because the Department is paying for more temporary professional and support workers (at a higher rate than permanent FTE) than it expects to need in FTE in FY08-09. In addition, if questions or concerns are raised by outside parties, or if the process becomes the target of litigation, the Department will engage the services of outside experts in the field to perform independent audits of the results of the Department's testing and examination of vendor systems. Currently these experts are paid \$16,000 to audit the testing/examination results per vendor system. (In FY07-08, the state will pay for four vendor systems, or a total of \$64,000.) Personal services costs for FY09 and FY10 are calculated as follows:

Personal Services Costs	Salaries, PERA, and Medicare	
Positions required:	FY2008-2009	FY2009-2010
(1) GP V; (4) GP III; (1) Admin. Asst. II; (5) Technician I	\$597,961	\$597,961
Salary Survey, Pay for Performance, Short-term Disability, AED	37,507	37,507
Health, Life, Dental	42,406	42,406
Temporary technical support, 520 hours @35.00	18,200	18,200
Contractors:		
Independent Audit Experts for 4 systems	\$64,000	\$64,000
Totals (10.0 FTE)	\$760,074	\$760,074

Impact on Other Government Agencies: No impact on other government agencies is expected.

Cost Benefit Analysis: A cost benefit analysis is not applicable to this request.

Implementation Schedule:

Task	Month/Year
FTE Hired	1 hired in 2005, 1 in 2006 and 2 in 2007; 6 to be hired in FY08-09
Rules Written	2005; modified in 2007
Rules Passed	2005, 2007
Start-Up Date	2006

Statutory and Federal Authority:

Section 1-5-617, C.R.S. Examination – testing – certification. (1) (a) After an electronic or electromechanical voting system is tested in accordance with section 1-5-608.5, the voting system provider may submit the system to the secretary of state for certification.

(b) The secretary of state shall examine each electronic or electromechanical voting system submitted for certification and determine whether the system complies with the requirements of section 1-5-616 and the standards established under section 1-5-616.

(c) The secretary of state shall decide whether to certify an electronic or electromechanical voting system within ninety days after the system is submitted for certification.

(2) The secretary of state shall appoint one or more experts in the fields of data processing, mechanical engineering, or public administration to assist in the examination and testing of electronic or electromechanical voting systems submitted for certification and to produce a written report on each system.

Section 1-5-616, C.R.S. Electronic and electromechanical voting systems – standards – procedures. (1) The secretary of state shall adopt rules in accordance with article 4 of title 24, C.R.S., that establish minimum standards for electronic and electromechanical voting systems regarding:

- (a) Functional requirements;*
- (b) Performance levels;*
- (c) Physical and design characteristics;*
- (d) Documentation requirements;*
- (e) Evaluation criteria;*
- (f) Audit capacity;*
- (g) Security requirements;*
- (h) Telecommunications requirements; and*
- (i) Accessibility.*

(5) (a) Each designated election official shall establish written procedures to ensure the accuracy and security of voting in the political subdivision and submit the procedures to the secretary of state for review.

*Section 1-7-514, C.R.S. **Random audit.** (1) (a) (I) Following each primary, general, coordinated, or congressional district vacancy election, the secretary of state shall publicly initiate a manual random audit to be conducted by each county. Unless the secretary approves an alternative method for a particular county that is based on a proven statistical sampling plan and will achieve a higher level of statistical confidence, the secretary shall randomly select not less than five percent of the voting devices used in each county to be audited; except that, where a central count voting device is in use in the county, the rules promulgated by the secretary pursuant to subsection (5) of this section shall require an audit of a specified percentage of ballots counted within the county.*

(5) The secretary of state shall promulgate such rules, in accordance with article 4 of title 24, C.R.S., as may be necessary to administer and enforce any requirement of this section, including any rules necessary to provide guidance to the counties in conducting any audit required by this section. The rules shall account for:

- (a) The number of ballots cast in the county;*
- (b) An audit of each type of voting device utilized by the county;*
- (c) The confidentiality of the ballots cast by the electors; and*
- (d) An audit of the voting on each office, ballot issue, and ballot question in the election.*

*Section 1-5-610, C.R.S. **Preparation for use – electronic voting.** (1) Prior to an election in which an electronic voting system is to be used, the designated election official shall have all system components prepared for voting and shall inspect and determine that each vote recorder or voting device is in proper working order.*

Communication to the State of Florida, regarding use of HAVA funds, that was distributed to states May 2, 2007 from Juliet Hodgkins, General Counsel, Election Assistance Commission:

“Permissible Uses of HAVA Funds

The funds received by a state under Section 101 [of HAVA] can be used for the following purposes:

- A. Complying with the requirements under title III.*

- B. Improving the administration of elections for Federal office.*
 - C. Educating voters concerning voting procedures, voting rights, and voting technology.*
 - D. Training election officials, poll workers, and election volunteers.*
 - E. Developing the State plan for requirements payments to be submitted under part 1 of subtitle D of title II.*
 - F. Improving, acquiring, leasing, modifying, or replacing voting systems and technology and methods for casting and counting votes.”*
- “Section 251 funds can be used to implement any of the Title III requirements, including purchasing compliant voting systems, implementing provisional voting, providing information to voters in the polling place, developing and implementing a statewide voter registration list, and identifying voters.”*
- “A cost is allowable if it is necessary for the proper and efficient performance and administration of the federally sponsored program.”*

Performance Measures:

Number of voting systems evaluated within 90 days of vendor request.

Secretary of State

Division Narratives

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Business 77

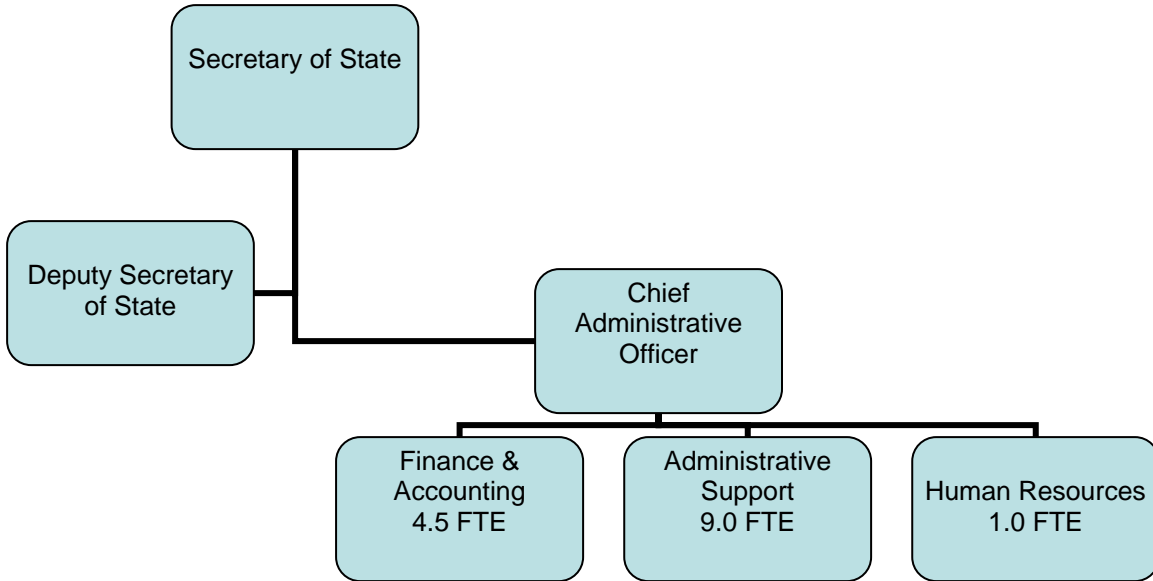
Elections 83

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Administration Division

Organization Chart and Staffing Plan (FY 2007-08)



FTE Overview

FY 06-07	FY 07-08	FY 08-09
11.6	17.5	17.5

Statutory Authority

- Section 24-1-111, Title 24, Article 21, and Title 24, Article 50, C.R.S.
- Article IV, sections 1, 3, and 18; Article V, sections 1 and 48; Article VII; Article XII, section 9; and Article XVIII, sections 2 and 12a, Colorado Constitution

Line Items That Support the Administration Division

- | | |
|---|---|
| <ul style="list-style-type: none"> • Personal Services • Health, Life, and Dental • Amortization Equalization Disbursement • Supplemental Amortization Equalization Disbursement • Salary Survey and Senior Executive Service • Performance-based Pay Awards • Worker's Compensation • Leased Space • Indirect Cost Assessment | <ul style="list-style-type: none"> • Operating Expenses • Legal Services • Administrative Law Judge Services • Purchase of Services from Computer Center • Payment to Risk Management and Property Funds • Multiuse Network Payments • Vehicle Lease Payments • Discretionary Fund • Special Bills |
|---|---|

Division Description and General Information

The Administration Division serves the public interest through the following areas of responsibilities:

- Providing office management and general administrative support for the Secretary of State as well as the divisions in the department;
- Through its Public Information Office, providing communication and education to the public about the department's functions;
- Overseeing the Clerk and Recorder Technology program.

The Administration Division program functions are as follows:

- I. The Administration Division supports the Secretary of State and the Business, Elections, Information Technology and Licensing Divisions in the department by providing personnel, financial, and general administrative support. The finance unit secures, budgets and manages the necessary financial resources to enable the Department of State to efficiently and effectively operate the programs designated by state, federal, and other applicable laws and rules, as well as provides procurement and contracting services for the other divisions. The personnel unit serves the other departmental programs by performing all the activities required for the selection of department employees; this unit also provides technical assistance and information, such as benefit information, to supervisors as well as to other employees. This division also tracks staffing patterns, recommends FTE allocations across divisions, and assures compliance with Long Bill appropriations of FTE. Staff members in the Administration Division also coordinate activities surrounding any legislation that impacts the department.
- II. One of the main functions of the Division's Public Information Office is to provide public access to documentation and records relating to the Secretary of State's office. This unit of the division tracks trends and issues pertinent to the department's programs, responds to inquiries from the public, media, and other interested parties, and utilizes various communication resources, such as press releases and the department's website, to encourage understanding, acceptance, cooperation and awareness between the Department of State and the citizens of Colorado. The office disseminates information to the public on how laws, rules, regulations and policies concerning the divisions of the department directly affect the public, and handles all open records requests under the Colorado Open Records Act (CORA) that are submitted to the department.
- III. The Clerk and Recorder Technology Fund, through a grant program established with surcharges collected by counties on all recordings of real estate documents, assisted counties in purchasing necessary technology for the acceptance of electronic filings. In addition to supporting an advisory panel, staff has coordinated grants with counties, collected required reports from counties on surcharges and filings collected, and monitored and audited grants. While the fund has been depleted and grants are no longer awarded, the department continues to collect county quarterly reports. The advisory panel will no longer function after FY08, but counties will continue to collect surcharges and report to the department through FY12.

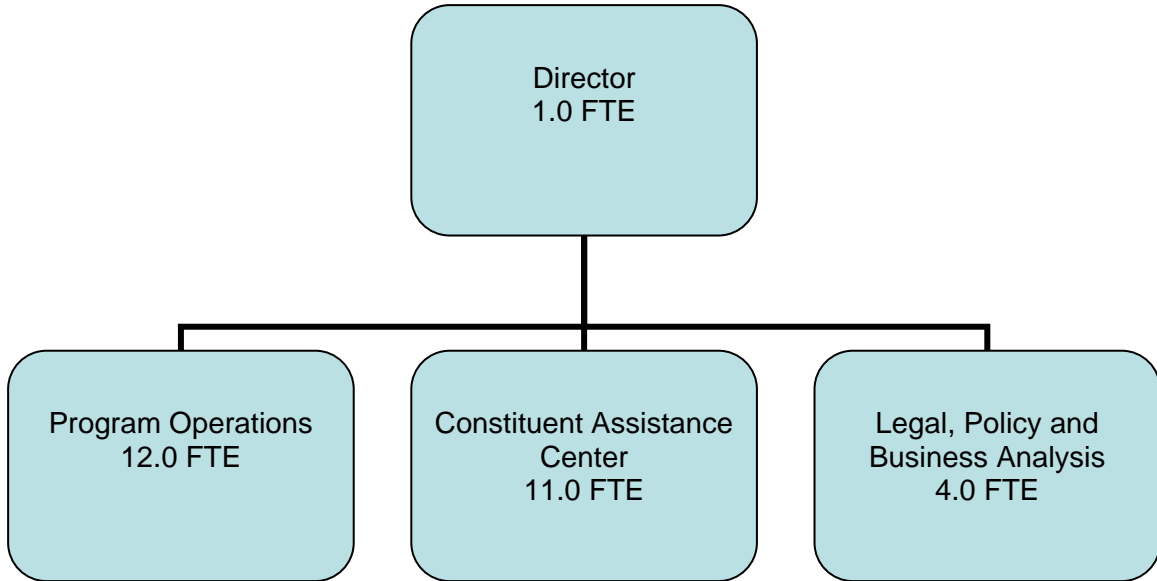
Program Activities

Activities of the Administration Division include the following:

- Issuing press releases regarding the Secretary of State's activities
- Facilitating the actions necessary for filling of employee positions
- Disseminating benefit information to employees
- Budgeting, managing and accounting for use of department financial resources
- Receiving, accounting, tracking and transmitting revenues to Treasurer's Office
- Processing accounts payable for the department
- Providing procurement and contracting services for the department
- Assimilating information in response to open records requests
- Responding to media requests for information on current issues
- Coordinating departmental legislative activities
- Collecting eRecording quarterly reports from counties

Business Division

Organization Chart and Staffing Plan (FY 2007-08)



FTE Overview

<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 08-09</u>
36.4	28.0	28.0

Statutory Authority

- 7 U.S.C. Sec. 1631
- Sections 4-9-101 et seq. and 4-9.5-101 et seq., C.R.S.
- Section 5-1-203, C.R.S.
- Sections 7-30-101 through 7-137-3-1, inclusive, C.R.S.
- Sections 12-2-101, et seq. and 12-61-107, C.R.S.
- Sections 14-10-122(1.5) and 16-18.5-104(5)(b), C.R.S.
- Section 29-4-712(6)(b), C.R.S.
- Section 35-48-101, C.R.S.
- Sections 38-20-2-1 et seq., 38-25-101 et seq., 38-24.5-101 et seq., and 38-27-101 et seq., C.R.S.

Line Items That Support the Business Division

- Personal Services
- Operating
- Legal Services

Division Description and General Information

The mission of the Business Division is to support and enhance Colorado's business and nonprofit activities by providing efficient and professional document filing, records management, information retrieval, and educational services to its constituencies.

The Business Division serves the public interest through the following areas of responsibilities:

- Accepting and making available to the public all records filed within its Business Organizations, Secured Transactions, Legal Process, and Authentications programs;
- Participating in the drafting, enactment, revision and interpretation of legislation related to the abovementioned responsibilities;
- Providing public education and assistance regarding its programs.

The Business Division program functions are as follows:

- I. The Business Division creates, indexes, maintains and makes available to the public all records filed under its *Business Organizations*, *Secured Transactions*, *Legal Process* and *Authentications* programs.

Through its *Business Organizations* sub-program, the Business Division registers business names, business organizations, trade names and trademarks, and indexes and maintains records regarding these registrations and makes them, as well as related certificates, accessible to the public. A major goal of this program is to provide faster, more accurate, more efficient, less expensive, remotely accessible "24/7" self-service to both persons requiring a registration and to those requiring access to registered information.

Through its *Secured Transactions* program, the Division accepts, indexes, and makes available to the public Uniform Commercial Code Article 9 Financing Statements and related certificates. The Division provides similar services regarding Effective Financing Statements pursuant to the federal Food Security Act of 1985, and generates and distributes "master lists" monthly of Effective Financing Statements to buyers of farm products. Further, under this program, the Division receives and maintains records regarding nine additional miscellaneous liens, such as those placed on persons or businesses by the IRS, and makes them accessible to the public.

The *Legal Process* program maintains records related to service of process on the Colorado Secretary of State as agent for certain persons, and responds to other miscellaneous notices and demands, such as subpoenas, served on the Colorado Secretary of State in connection with records maintained by the Business Division. A few miscellaneous statutes have existed from time to time under which the Colorado Secretary of State was, in specified circumstances, statutorily designated to serve as the agent for service of process. Certain of these miscellaneous statutes have been amended over time to alter their service of process schemes, eliminating the agency role of the Secretary of State, while others remain in effect. The trend of these amendments to eliminate the Secretary of State's involvement in service of process is expected to continue and attempts to re-introduce the attendant duties are resisted.

The *Authentications* program responds to constituent requests for records maintained by the Business Division through the issuance of certificates and the creation of certified copies of such records. A certificate authenticates that the information stated in the certificate is true or that the accompanying documents are true and correct copies of the original on file. Pursuant to statute, a certificate may be relied upon, subject to any

qualification stated in the certificate, as prima facie evidence of the facts stated therein. Apostilles are created with respect to copies of records maintained by the Division for use in member countries under the Hague Convention.

- II. The Business Division participates in the drafting, enactment, revision and interpretation of legislation related to the functions of its programs. Due to the complexity of laws related to the duties of the Colorado Secretary of State, the Division participates in the drafting, enactment, revision and interpretation of these laws in order to assure that administrative concerns are addressed, to revise administrative procedures appropriately for new and changed laws, to train its employees and to educate constituents. In this regard, the Division participates in the Drafting Committee of the Colorado Bar Association Business Law Section, which allows the Division to understand the intent behind statutory changes. The Business Division proposes changes to the Drafting Committee that aid in the development of e-government.

- III. As a part of its programs, the Business Division provides public education through constituent support, updated publications and web content. In order to accommodate constituent expectations, the Division provides new and improved forms and instructions, publications, new and expanded content on its web site, and educational outreach programs. The enhanced web site content includes "frequently asked questions," a glossary of terms and online "tutorials," all of which have been designed to aid constituents with more self-help educational opportunities prior to, or in lieu of, contacting Business Division employees.

In addition to a continuous effort to make all data, images and related certifications, information, forms and instructions available to the public on its web site, the Division has extensive service personnel to assist constituents with information, questions or with the electronic filing of documents.

Performance Measures

Objective: Decrease the number of paper document filings and increase the use of the Division's self-service, web-based system for the filing, searching and retrieval of documents online by web-enabling 96% of transactions available by FY 2010-2011.

Performance Measures:

- 1. Number of paper documents processed.

	Actual FY06-07	Estimate FY07-08	Estimate FY08-09	Estimate FY09-10
Business Organization	34,533	32,461	11,169	10,499
Secured Transactions	60,758	57,720	54,834	25,238
Total	95,291	90,181	66,003	35,737

- 2. Number of transactions available online.

	Actual FY06-07	Estimate FY07-08	Estimate FY08-09	Estimate FY09-10
Business Organization	54	58	62	66
Secured Transactions	15	15	15	25
Total	69	73	77	91

Trends/Expectations

There is a clear trend toward expansion and complexity of business organization laws in Colorado; it is assumed that this trend will continue. It is anticipated that legislation will be proposed in 2008 to create a new form of entity, the registered association. This will place an added responsibility on the Business Division to participate in the drafting, enactment, interpretation and revision of laws in order to assure that administrative concerns are addressed, to revise administrative procedures appropriately for new and changed laws, to train the Division's employees and to educate the Business Division's constituents.

Additionally, there has been a trend toward increased business activity in the State and therefore in the volume of filings. In the last three years, the total number of business records filed with the Business Division grew nearly 25%. In May, 2006, the Business Division assumed the filing of all trade names, which resulted in an increase in trade name filings with the Division from an average of just over 1,000 per month to nearly 4,000 per month. Fortunately, beginning in May 2007, trademarks could be filed electronically.

Filings of financing statements, as well as paper documents, however, have declined since FY05. It is anticipated that paper filings will continue to decrease with the redesign of the Secured Transactions Program that is expected to be functional in late 2009. Even so, the trend towards greater complexity and an increase in all filings will continue, requiring use of the most efficient and effective methods and technology to keep pace with this trend. Constituents have increasing expectations regarding the services provided and their access to them. The Business Division must necessarily implement new methods by which it can provide such services. The primary means to accomplish this is through electronic filing of documents and remote access to the Business Division's data, forms, information and services on a "self-service," near-24/7 basis. Since FY05, the Business Division has doubled the number of transactions available for electronic filing, with 69 transactions available online as of FY08. The Division foresees a decrease in revenue due to the reduced fees, as currently structured, associated with electronic filings and the expectation that electronic filings will steadily increase. Thus, the Division anticipates that the fee schedule may need to be adjusted.

Critical Issues

The Colorado Department of State has recently expanded efforts to protect the privacy of individuals through the redaction of social security numbers, as necessary, on newly filed secured transaction records, and has contracted for the redaction of social security numbers and federal employer identification numbers on all previously filed paper secured transaction documents. This redaction capability is anticipated to be incorporated into the redesign of the secured transactions system.

Program Functions and Business Activities

The Business Division, indexes, maintains, and makes available to the public records filed within its Business Organizations, Secured Transactions, Legal Process, and Authentications programs. It aims to provide service and information that is fast, accurate, and less costly to its constituents, particularly through its remotely accessible "24/7" self-service to both persons required to file a document and to those requiring access to information.

Activities Include:

- Registering, searching, copying and certifying business names, business organizations, trade names and trademarks

- Filing, searching, copying and certifying Article 9 Financing Statements, Effective Financing Statements and miscellaneous liens
- Compiling and distributing master lists of Effective Financing Statements on a monthly basis
- Issuing certificates, certified copies of records and Apostilles
- Conducting searches for constituents
- Restoring/rebuilding entity records
- Providing updated, relevant publications, FAQs, forms and instructions related to the Division's programs
- Responding to subpoenas
- Addressing statutes and proposed legislation designating the Secretary of State as default agent for service of process
- Working with a business advisory group on statutory/filing issues of interest to the business community

FY 06-07 Accomplishments:

- Web-enabled trademark filings
- Developed requirements documents for web-enabled transactions
- Revised policies and procedures regarding issuance of certificates
- Developed a unique identifier for use in Effective Financing Statements and received preliminary approval from the U.S. Department of Agriculture
- Developed new internal system for the compilation and distribution of master lists
- Worked with constituents to reduce the number of filings containing social security numbers and developed processes and procedures for the redaction of social security numbers and federal employer identification numbers
- Formalized a policy and procedure regarding spurious and other liens and documents
- Participated in the final adoption of the Model Administrative Rules (MARS)
- Passage of HB 07-1135, Concerning Business Entities Regulated under Title 7 of the Colorado Revised Statutes

FY 07-08 Business Plan:

- Continue to web-enable additional transactions
- Examine fee schedule
- Enable online payment of invoices via credit card
- Gain final approval of unique identifier for use in Effective Financing Statements
- Complete a redesign of the Secured Transactions program
- Update filing officer rules
- Implement revised policy and procedures for the rejection of spurious liens and documents
- Mandate usage of approved forms
- Streamline the issuance of certificates to increase efficiencies
- Develop online certification
- Enact revisions to miscellaneous statutory sections eliminating the Secretary of State as the default agent for service of process

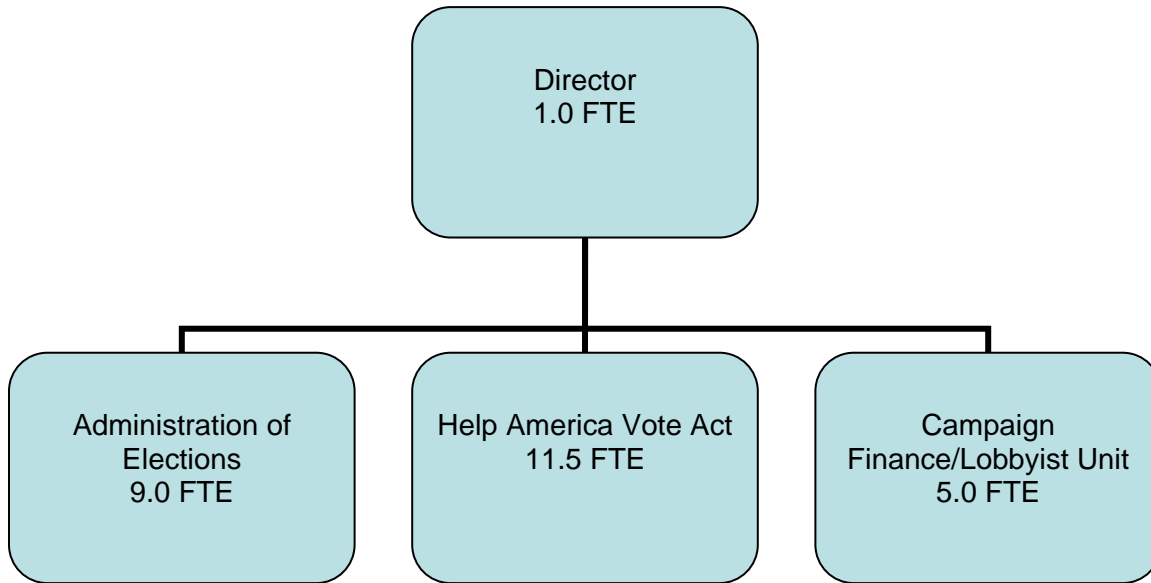
Workload Measures

	FY06-07	FY07-08	FY08-09	FY09-10
Average number of days to process business organization paper documents				
Target		4	3	3
Actual	4			
Average number of days to process secured transaction paper documents				
Target		2	2	1
Actual	2			
Number of business organization transactions filed electronically				
Target		569,161	683,007	776,231
Actual	474,535			
Number of secured transactions filed electronically				
Target		78,959	83,662	114,974
Actual	74,256			
Number of certificates of good standing issued via the web site				
Target		346,651	386,170	425,689
Actual	293,317			
	FY06-07	FY07-08	FY08-09	FY09-10
Average number of times per day users access Business webpage				
Target		47,689	52,024	56,359
Actual	43,454			

Elections Division

Organization Chart and Staffing Plan

(FY 2007-08)



FTE Overview

<u>FY06-07</u>	<u>FY07-08</u>	<u>FY08-09</u>
25	26.5	26.5

Statutory Authority

- Sections 1-1-101 through 1-13-803, inclusive, C.R.S.
- Title 1, Articles 40, 41, and 45, C.R.S.
- Section 24-4-101 et seq., C.R.S.
- Sections 24-6-201 through 24-6-309, inclusive, and 24-21-101 through 24-21-214 inclusive, C.R.S.
- "Help America Vote Act of 2002" ("HAVA"), 42 U.S.C. sec. 15512, et seq. (2002)
- "National Voter Registration Act of 1993", 42 U.S.C. sec. 1973gg
- "Uniformed Overseas Citizens Absentee Voting Act (UOCAVA), as modified", 42 U.S.C. sec. 1973ff
- Articles V, VII, and XXVIII, Colorado Constitution

Line Items That Support the Elections Division

- Personal Services
- Operating
- Legal Services

- Initiative and Referendum
- Local Election Reimbursement
- Special Purpose - Help America Vote Act

Division Description and General Information

The Elections Division serves the public interest through the following areas of responsibilities:

- Administration and supervision of statutory provisions related to elections for the State of Colorado, including ballot access for candidates, the initiative and referendum process, preparation and conduct of elections, voting equipment certification, training of election officials, and oversight of voter registration.
- Implementation of the provisions of the federal Help American Vote Act of 2002 (HAVA), including the improvement of the administration of federal elections, development of a statewide computerized voter registration system, and assuring accessibility for disabled voters.
- Audit oversight of the filing of candidate and committee campaign contribution and expenditure reports, and conduct of related training for designated election officials and candidates for office.
- Registration of lobbyists, and tracking and enforcing lobbyists' required disclosure reports.

The Elections Division program functions are as follows:

- I. As the State's chief election official, the Secretary of State is mandated to administer and supervise statutory provisions that relate directly or indirectly to the conduct of elections for the State of Colorado. The Elections Division of the department accomplishes this mandate through several sub-programs, including: *Statutory Filings, Initiative and Referendum, Ballot Access, Voting Equipment Certification, Election Official Training Certification Program, Help America Vote Act, and Campaign and Political Finance.*

Under the *Statutory Filings* sub-program, the Division collects, verifies, maintains, and distributes information related to a number of mandatory filings that include: reports of political party organizations, conflicts of interest, town abandonments, oaths, election certifications from county clerks and recorders, public official disclosures, certifications of adopted charters and municipal incorporations, initiative petitions, and candidate petitions. The Division also identifies all political parties and qualified political organizations and certifies to the county clerks and recorders, who are the chief election officials of their respective counties, the appropriate registration designations for voters seeking to register with minor parties. Other functions under this sub-program include verification of information that statutorily must be sent to electors, review of mail ballot election plans, county security plans and emergency plans for elections, and voter registration notices.

The *Initiative and Referendum* process is the method through which the people of the State may propose laws and amendments to statutes or the state constitution. The number of initiatives submitted to the Division for titles, as well as the number of resulting petitions submitted for signature verification, will vary depending upon whether the election year is an odd or even-numbered year. Non-TABOR initiatives are allowed on the ballot only in the even-numbered years, which normally have a higher voter-turnout, particularly in a presidential election year. Administration of this program includes all the

clerical and follow-up support necessary to receive initiatives, set titles, review compliance with the statutes, and verify signatures after the petitions are circulated. The Division also coordinates the Title Board hearings where titles for proposed laws or constitutional amendments are set.

Through its *Ballot Access* sub-program, the Division monitors all candidate filings related to ballot access and ensures that mail ballot plans submitted by counties, municipalities, or special districts are in compliance with state law so that the Secretary of State can certify ballot content to all sixty-four counties as he is required to do. Ballot content consists of statewide candidates, ballot questions, ballot issues, and judges specific to each jurisdiction. The program also oversees the Title Board hearing process, provides voter registration drive training, and verifies candidate and initiative petitions submitted by members of the public.

Counties in the state may only conduct elections using voting equipment that has been certified by the Secretary of State. Through the Division's *Voting Equipment Certification* program, staff conducts evaluations of vendor voting systems to determine compliance with state regulations. Because of state and federal regulations, the certification process has become quite encompassing and time-consuming, requiring extensive analyses of documents, reports, system source code, and evaluation of electronic files, all within a secure environment. The process for certification of any vendor's voting system involves specifically addressing the functionality, performance levels, physical and design characteristics, documentation, audit capacity, security, telecommunications, and accessibility of the system. The Division may also be required to certify voting systems for a vendor more than once in a given year if the vendor upgrades any part of the system.

The Division provides an *Election Official Training Certification Program* for nearly 400 local election officials in the state. Certain elections officials, including the county clerks and recorders, are required to attend training and reach certification status within a two-year period, and to attain recertification every two years by taking additional training courses. Others, including municipal elections officials, choose to participate in this program to enhance their skills. The division develops and delivers curricula on election-related subjects, conducts multiple seminars across the state, tracks credits received and in conjunction with a certification training advisory board, approves and issues official certifications.

In 2002, Congress enacted the *Help America Vote Act 2002 (HAVA)* to provide funds to states to improve the administration of federal elections by implementing specific requirements of the law. The Elections Division oversees the requirements of this program, which include the development, implementation and maintenance of a centralized computerized statewide voter registration system; assurance of the accessibility to all polling places by members of the disability community; adherence to voting system standards; and education and outreach regarding provisional voting and other voting information. The voter registration system is in the development and testing stages for full implementation in all 64 counties in the spring of 2008. The Department uses HAVA federal funds for the costs associated with the voter registration system, including the costs for equipment needed by counties to access the system. Using federal grant funds specifically to address accessibility, the Division provides oversight of county requirements to survey all polling places for accessibility by the disabled voters, issues sub-grants to counties to assist in enhancing the accessibility of polling places, and participates with local disability groups to assure the disabled community has the same opportunities to vote as the non-disabled voters.

Campaign and Political Finance laws contain provisions concerning contribution limitations, voluntary spending limits, and reporting requirements for political candidates and certain committees. Elections Division staff provides oversight related to the conduct

of campaigning for public office by auditing reports of campaign contributions and expenditures filed by those political candidates and committees who are statutorily obligated to disclose such information. In addition, the Division tracks the timeliness of the filed reports and assesses penalties for late filings. The Division also provides training regarding the filing requirements for designated election officials, candidates and committees, employs an electronic mail notice system to reduce the non-compliance rate of filing, and maintains a web-based filing and indexing system of filed reports. In late 2007 most candidates and committees with state jurisdiction fell under the mandate to file reports electronically, allowing the Division to focus more on oversight than manual processing of reports.

The National Voter Registration Act (NVRA) requires the Secretary of State to coordinate with county clerks and many state and local agencies to offer voter registration and provide relevant statistics to the federal Election Assistance Commission. The Division supports the coordination of activities, prescribes and issues appropriate forms, and tracks and submits data concerning voter registration numbers and trends. Under the Uniformed Overseas Citizens Voting Act (UOCAVA), the Secretary implements federal provisions related to facilitating voter registration and the transfer of ballots for uniformed service members and their dependents, as well as for citizens temporarily or permanently residing outside the United States. The Division works with county clerks to establish procedures effectuating enfranchisement of military and overseas citizens, assisting them with voter registration and submission of ballots via regular mail, fax, or email.

State law provides that the Secretary of State certify statewide results after the conduct of a primary, general, or coordinated election, and to publish a statewide abstract of votes cast. The Elections Division accomplishes this by collecting information for the certification as well as for the abstract, which is published every two years. The Division also completes investigations related to official election complaints, including HAVA complaints, as well as voter registration drive complaints.

- II. Any person or entity defined statutorily as a lobbyist is required to register with the Secretary of State and to file regular disclosure reports with the department. The Elections Division oversees the *Lobbyist Registration and Reporting* program by accepting registrations and reports, tracking and enforcing reporting requirements, and assessing penalties for delinquent filings. The disclosure reports include information about legislation on which lobbying is performed, expenditures of public funds used for lobbying, legislative bills and/or subjects supported or opposed, client information, business interest, and time spent on lobbying by any state official or employee. The Division posts the reported information, as well as employer/client directories, on the department's website for public access, and provides customer support services to lobbyists, the media and other interested persons.
- III. The State reimburses counties for the cost of the duties performed by the county clerk and recorder related to conducting an election when there are state ballot issues or ballot questions in November elections. The reimbursement formula uses the number of active registered voters in each county as of the date of the November election as the basis for calculations of reimbursements. The Division's functions are minimal and require only the collection of data for the reimbursement.

Performance Measures

Objective: Increase the number of election officials trained in all aspects of elections by expanding the training opportunities available to them.

Performance Measure 1:

	Actual FY06-07	Estimate FY07-08	Estimate FY08-09	Estimate FY09-10
Number of Election Official Certification training classes offered to election officials	32	50	55	60

Performance Measure 2:

	Actual FY06-07	Estimate FY07-08	Estimate FY08-09	Estimate FY09-10
Number of participants in Election Official Certification training	1,680	2,680	2,787	2,800

Trends/Expectations

Historically, the Elections Division has experienced impacts on its workload and resources based on the type of election scheduled in a given year. Usually, greater demands are placed on the Division in a general, presidential election year than in an “off-year” in-state only election year. However, in recent years, the Division has seen a marked increase in public interest and scrutiny in all areas affecting any election, be it a presidential or local election, and this trend has caused the Division to examine and re-focus how it uses its resources in carrying out its functions. While the Division can anticipate certain fluctuations in workload due to the election year, it cannot predict with reasonable certainty the number of petitions or initiatives that will be filed and will require verification, if organizations will seek minor political party status, or if a national issue will impact the State.

As evidenced by recent litigation in Colorado and other states, there is wide-spread distrust of electronic voting systems, and voters are calling for better security in handling and storing voting equipment and other sensitive material in the counties. The HAVA mandated the placement of at least one accessible voting system in each polling place by August, 2006, and the department disbursed several millions of HAVA funds to the counties for this purpose. Many counties purchased all new electronic systems for their polling places. Since all voting equipment used in the state must be certified by the Secretary of State, and as vendors have attempted to meet the federal and state requirements for equipment, the Division has seen its voting system certification process evolve from a simple review of documents into an extensive time and resource-consuming process, requiring more equipment and expertise than the division ever anticipated. Requirements imposed by the Elections Assistance Commission (EAC) for equipment vendors to routinely update systems are expected to necessitate more frequent evaluations and analyses of systems by the Division staff, thus impacting the Division’s workload and resources on a regular basis. Division staff also is required to spend more time to assure that county plans for security in handling equipment and material meet security requirements, as well as to oversee and document that counties are in compliance with security rules.

Non-governmental groups have increased their efforts to register voters and encourage electoral participation, resulting in higher voter registration numbers and voter registration drive activity and the need for training by the Division. With the upcoming federal election in November 2008, the

Division expects to increase its training activities for the registering groups during the current fiscal year and to see an increase in the number of voter registrations.

Public interest in campaign and political finance and full disclosure by candidates and committees tend to increase significantly during a presidential election year, and the Division expects this trend to continue in 2008. Since in FY 2007-2008 most filers will be required to file their reports electronically, the Division expects a positive impact on the Division staff regarding manual processing of reports. However, the report audit oversight function significantly increases in a general election year, along with the handling of additional complaints related to campaign and political finance, so that the Division expects its workload in this area to increase. In 2007, an advisory board was created to receive comment, make design recommendations, and propose procurement strategies for an enhanced disclosure system that is expected to be completed in 2009. Another advisory board was created to assist in examining laws and rules regarding campaign and political finance, and the Secretary and staff will work with this board to consider proposed changes to legislation and rules, and to provide advisory guidance for policy matters.

Federal and state statutory requirements and the implementation of new rules have changed the way counties conducted elections in the past, causing the county officials to rely more and more on the Elections Division for guidance, training, and outreach to the public. The Division expects the needs of the counties for such State services to continue.

Critical Issues

As required by HAVA, the Department must successfully implement the computerized statewide voter registration system in 2008 to avoid sanction or litigation by the Department of Justice. Although nearly all provisions of HAVA have been implemented, the State will not be in full compliance until the statewide voter registration system has been deployed in all sixty-four of Colorado's counties.

Certification of voting equipment in the state of Colorado will be an ongoing process. Indications are that manufacturers will submit new voting system platforms once every six months for evaluation as attempts are made to reach new federal and state requirements, as well as to address public concerns around the use of electronic systems. As systems become more complex, the amount of time and resources needed to evaluate the voting systems for certification will continue to escalate. The source of funding for voting equipment certification is addressed in the change request to this budget document.

Program Functions and Business Activities

Elections

As the State's chief election official, the Secretary of State is mandated to administer and supervise statutory provisions that relate directly or indirectly to the conduct of elections for the State of Colorado. To protect the integrity and transparency of elections, the Division administers and supervises the statutory provisions relating to the conduct of elections in the state through several sub-programs concerning statutory filings, initiatives, voting systems, training, ballot access, the Help America Vote Act, and campaign and political finance.

Activities include:

- Monitoring candidate filings related to ballot access
- Oversight of the Title Board Hearing process for initiatives
- Verification of candidate petitions

- Voter Registration Drive training and tracking
- Documentation review and performance of tests of voting equipment submitted by vendors for certification
- Coordination and provision of approved forms for voter registration; tracking and reporting of statistical information
- Training of election officials on election-related subjects
- Guidance and oversight to county clerks for procedures relating provisional ballots
- Developing and implementing the statewide voter registration system by partnering with vendors and county administrators
- Extensive county user training on the statewide voter registration system
- Auditing oversight of political candidate and committee disclosure reports
- Training designated election officials, candidates, and committees on campaign and political finance laws and requirements
- Development of a new, improved web-based campaign finance disclosure system

FY 06-07 Accomplishments

- Conducted 16 Title Board Hearings in cooperation with the Attorney General's Office and Legislative Legal Services
- Certified 7 initiative petitions and candidate petitions totaling over 900,000 signatures
- Conducted 95 training sessions for voter registration drives
- Tested and reviewed 6 vendor voting systems for certification in Colorado elections
- Provided funding and assured all counties were in compliance with HAVA by having at least one accessible voting system in each polling place by the August 2006 Primary election
- Provided 15 training sessions for election officials in the state
- Entered into contract with new vendor to design and implement the statewide voter registration system. The system has passed user acceptance testing, a successful mock election and is scheduled for full deployment in 2008.
- Issued grants totaling over \$130,000 to 10 counties to enhance accessibility to and in polling places
- Successfully received and processed over 6,290 disclosure filings
- Conducted 15 instructional classes for designated election officials, candidates and committees
- Secured funding and established advisory board to implement comprehensive enhancements to the campaign and political finance disclosure website
- Mandated electronic filing of disclosure reports for state filers beginning October 1, 2007

FY 07-08 Business Plan

- Conduct random audits in partnership with leaders in the disability community to ensure that all polling places in Colorado are accessible
- Continue providing county clerks with material and procedures relating to election issues by conducting multiple training statewide
- Successfully deploy statewide voter registration system in 2008
- Migrate staff resources from manual processing to auditing oversights as electronic filing of campaign finance disclosure is mandated
- Participate in the advisory board established to receive public comment, make design recommendations, and propose procurement strategies for the enhanced disclosure system

Workload Measures

	FY06-07	FY07-08	FY08-09	FY09-10
Number of Initiative Petitions Verified				
Target		2	8	4
Actual	7			
	FY06-07	FY07-08	FY08-09	FY09-10
Number of Initiatives submitted to Title Board for Titles				
Target		40	20	40
Actual	16			
	FY06-07	FY07-08	FY08-09	FY09-10
Number of Titles set by Title Board				
Target		20	10	20
Actual	8			
Number of working days required to verify a statewide candidate petition				
Target		18	18	18
Actual	14			
Number of training sessions conducted for candidates, committees, and election officials				
Target		20	15	20
Actual	15			
Number of training sessions conducted for voter registration drives				
Target		175	90	130
Actual	95			
Number of Voting System Certifications				
Target		6	6	6
Actual	6			

Lobbyist Registration and Reporting

The Elections Division accepts lobbyist registrations and reports from 500 registered lobbyists, tracks and enforces reporting requirements, assesses penalties for delinquent filings, and assures disclosure information is available on the department's website for public access.

Activities include:

- Oversight of filing of disclosure reports
- Customer support services for registered lobbyists, the media and public
- Assess penalties for delinquent filings

FY 06-07 Accomplishments:

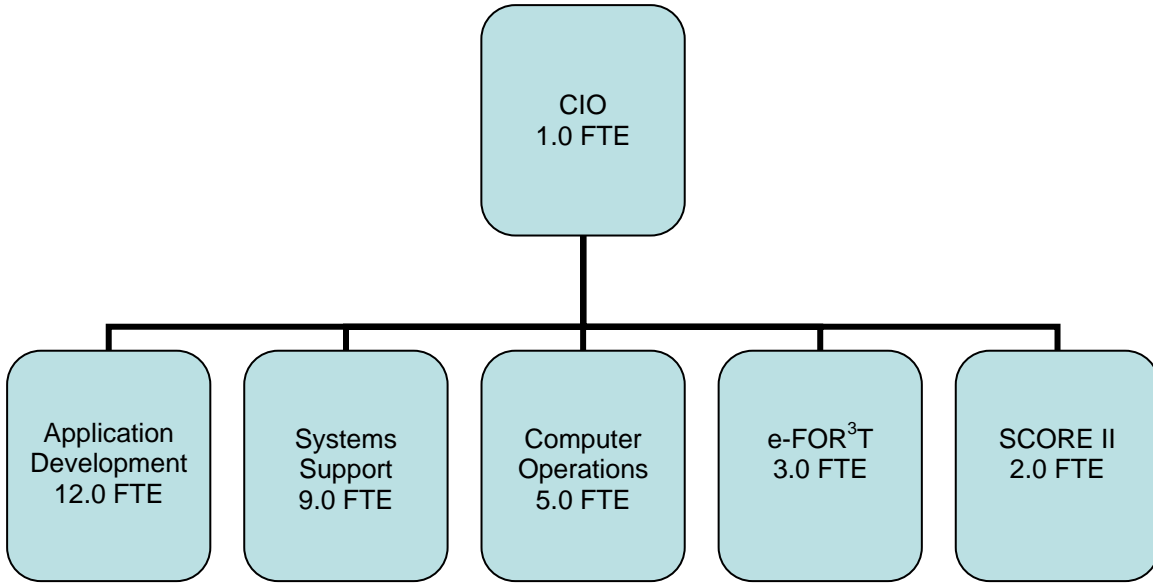
- Received and processed filings for over 500 lobbyists

FY 07-08 Business Plan:

- Continued oversight of filing of disclosure reports
- Provision of customer support services for registered lobbyists, the media and public

Information Technology Division

Organization Chart and Staffing Plan (FY 2007-08)



FTE Overview

	<u>FY06-07</u>	<u>FY07-08</u>	<u>FY08-09</u>
	32.0	32.0	34.1

Statutory Authority

- Article IV, section 1, Colorado Constitution
- Section 24-1-111, and Title 24, Article 21, C.R.S.

Line Items That Support the Information Technology Division

The Information Technology Division consists of two separate Long Bill sections:

Information Technology

- Personal Services
- Operating Expenses
- Hardware/Software Maintenance
- Information Technology Asset Management

Statewide Disaster Recovery Center (e-FOR³T)

- Personal Services
- Operating Expenses
- Hardware/Software Maintenance
- Leased Space

Division Description and General Information

The Information Technology Division serves the public interest through the following areas of responsibilities:

- Providing technical services and support to programs administered by staff of the Secretary of State's Office
- Providing project management services for many department projects involving the use of information technology resources
- Serving as the managing partner for the State of Colorado's computer systems' disaster recovery center (e-FOR³T)
- Ensuring compliance by the Department with state rules and policies adopted by the State Chief Information Officer and the State Chief Information Security Officer

The Information Technology Division program functions are as follows:

- I. Information Technology Services maintains the departmental infrastructure required to support the core technology operations of the Colorado Department of State (CDOS). This includes supporting the department's data center, web presence, desktop environment and telephony systems. These systems are utilized to support the data, communications and document imaging needs of Business Entities, Uniform Commercial Code, Accounting, Notary, Campaign, Lobbyist, Elections, Bingo/Raffle, Administrative Rules and Charitable Solicitations programs within the department while supporting the web presence of the entire Department of State.
- II. The Division also provides project management services for projects undertaken for the program functions managed by the Department. In recent years, some of the projects managed by internal resources of the division have included: electronic filing of trademark filings; electronic filing of trade name filings; lobbyist system enhancements; campaign finance system enhancements; master list publication under the federal Food Security Act; electronic filing for notary public transactions; enhancements to the system for electronic filing of liens under various statutes; and, electronic filing of charitable gaming reports.
- III. The Division serves as the managing partner for the state's enterprise disaster recovery facility, known as e-FOR³T. In this capacity, staff of the division manages a private vendor's operation of the facility and serves as a liaison between state agency tenants and the private company which owns and manages operational aspects of the facility.
- IV. The Division regularly interacts with management and staff of other state agencies, among them the Governor's Office of Information Technology, the Office of Cyber Security, the Division of Information Technology within the Department of Personnel and Administration, and other agencies with primary or secondary responsibilities or interests in the workings of the Secretary of State's Office.

Performance Measures

Objective 1: Decrease the number of days required for full execution of a disaster recovery exercise utilizing the agency's disaster recovery plan for hardware and software assets.

Performance Measure:

	Actual FY06-07	Estimate FY07-08	Estimate FY08-09	Estimate FY09-10
Number of days to complete a disaster recovery exercise (start to finish) using the agency's Disaster Recovery plan	7.0	5.0	3.0	3.0

Objective 2: Achieve more strict compliance with agency policies regarding information security standards through regular security awareness courses for employees of the agency and internal audits of compliance.

Performance Measure:

	Actual FY06-07	Estimate FY07-08	Estimate FY08-09	Estimate FY09-10
Percentage of staff achieving a passing grade on a cyber security awareness exam	N/A	75%	90%	>90%

Trends/Expectations

Internet-based, real-time electronic document filing has become an essential resource-saving tool of the Department; increased speed and ease of filing has increased customer satisfaction and efficiency. The Department continues to move toward an electronic government model of delivering services and information to constituents. This is accomplished by continuing to increase the number of transactions available for filing electronically by customers directly through the agency's web site services as well as allowing retrieval of data and images of filed documents via electronic channels. This model has proven very successful, while also increasing the dependency on attracting and retaining qualified technical resources to maintain and even increase the adoption of this model.

The awareness of security as a critical component to the increasing use of Internet-based resources is growing. Publicized security breaches have resulted in more attention to the formulation of formal security policies and periodic auditing of compliance with those policies. The agency expects the growing awareness on the part of public and private groups to require additional dedication of resources and time to addressing identified vulnerabilities in a systematic and visible way.

The implementation of the Help America Vote Act (HAVA) mandated statewide computerized voter registration system – SCORE (**S**tate of **C**olorado **R**egistration and **E**lections) – through the SCORE II project will continue to impact the Department and local election officials across Colorado during FY 2007-08 and FY 2008-09. The State of Colorado and counties within the state will use the SCORE system during the 2008 elections cycle and in a myriad of election activities necessary for the conduct of elections. While Colorado failed to comply with the HAVA

by January 1, 2006 as required by federal and state law, the project is on schedule and on budget to allow Colorado to fully comply with the law by March 2008.

The Division is engaged in identifying suitable alternatives for replacing the Department's aging accounting system. This system has been in use for just over a decade and is currently the least modern of the agency's systems. Replacing this system is one of two change requests presented by the Division in this FY 2008-09 budget request.

The Secretary of State created a task force to solicit public comment and recommendations for improvements to the Department's administration of constitutional, statutory and regulatory duties under the Campaign and Political Finance program of the Elections Division. This task force is expected to recommend changes to the manner in which this program is administered, likely resulting in the publication of a Request for Proposals (RFP) or a Request for Bids (RFB). A representative of the Information Technology Division has participated on this task force, and the effort to re-invent this program will require significant investment over the next eighteen months.

Critical Issues

There are several critical issues that concern the Information Technology Division. The successful implementation and maintenance of the statewide computerized voter registration system in March 2008 is of paramount importance, not only to improve the administration of elections, but for the state to come into full compliance with the mandates of HAVA. Replacing the department's accounting system to improve efficiencies, addressing technological security vulnerabilities, and improving the Campaign and Political Finance program will offer challenges to the Division. While the Division employs an excellent team of information technology professionals, it is often difficult to recruit professionals with certain areas of expertise, primarily because of lower salary levels within the state personnel system.

Program Functions and Business Activities

The Information Technology Division maintains the departmental infrastructure required to support the technology operations of the different divisions of the Department of State, provides project management services, and oversees the operation of the state's disaster recovery facility.

Activities include:

- Support basic technology operations for the Department's main office and data center
- Conduct daily activities required for management of the state's disaster recovery center
- Manage the implementation of technical solutions across the Department
- Create and implement policies, provide guidance on those policies and conduct periodic audits of compliance with policies relative to use of technology assets, information security standards, and occupation and use of the state's disaster recovery center
- Oversee and manage state, county and contract resources in the implementation of the statewide computerized voter registration system
- Implement strategic directives of the Secretary of State regarding use of technology in meeting the goals of the Secretary
- Initiate tasks and projects to promote efficiencies and provide superior service delivery for internal and external customers of the Division
- Provide operational and policy leadership in technical areas, both in purely technical areas as well as in relation to business processes

FY06-07 Accomplishments:

- Managed the Department's web site, which averaged over 1,300 daily web-based transactions and 170,000 page views per day at the close of the fiscal year
- Successfully negotiated a contract with a proven provider of HAVA-compliant statewide voter registration systems and commenced project work
- Maintained a leading-edge electronic filing approach with a variety of constituent filings, achieving electronic filing rates of over 90% in business entity filings and lobbyist filings; mandated online filings with charitable solicitation filings and new transactions in trademark filings
- Completed an assessment of the Department's compliance with new information security policies adopted by the state's Chief Information Security Officer
- Assisted with hosting visits from staff and management of two states to share information about the Department's award-winning business entities system
- Deployed an award-winning system for the management of administrative rules filings; this system was completed and implemented by Department staff after two outsourced efforts failed to deliver this system
- Achieving increased adoption of the state's disaster recovery center (e-FOR³T); received signed MOUs from sixteen state agencies and attracted ten programs from seven state agencies to establish a physical presence in the facility

FY07-08 Business Plan:

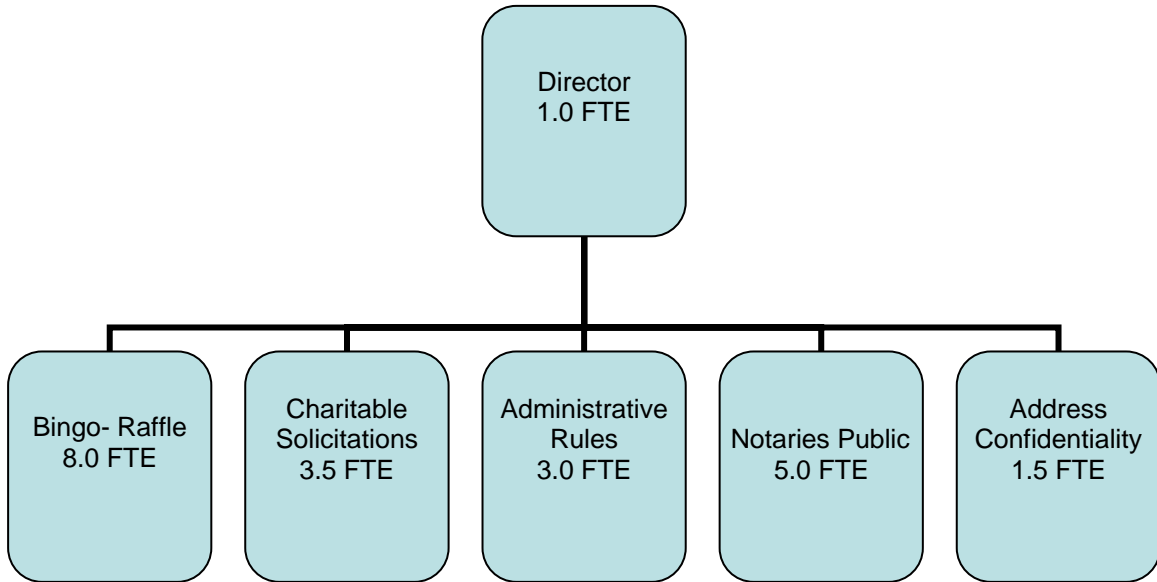
- Oversee the implementation of the SCORE system in all sixty-four counties of the state; conduct two statewide mock election exercises; lead state and counties as the SCORE II project transitions to program status
- Continue in a leading role in the activities of the Campaign Finance Task Force in charting a new direction in the administration of campaign and political finance activities
- Complete deployment of an online system to allow notaries public to apply for notary commissions and perform other transactions electronically
- Complete a redesign of the secured transactions system
- Assist with implementing an electronic reporting system for bingo-raffle licensees
- Continue to develop and deploy additional low filing volume electronic transactions to the web site of the business entities system; analyze and develop a methodology for delivering online business entity certificates
- Implement revisions to the rules system to increase ease of use, incorporate XML in a more streamlined fashion and make the filing and processing of administrative rules easier and less labor-intensive
- Implement an improved asset tracking system to better support the agency's asset management plan for hardware and software assets
- Participate as an active member of the Executive Governance Committee (Finance) established by the State CIO and the Office of Information Technology
- Explore the use of TeamTrack software in additional areas of the office to improve efficiencies in handling routine internal information technology requests

Workload Measures

	FY06-07	FY07-08	FY08-09	FY09-10
Number of exercises executed for agency's IT assets disaster recovery plan				
Target		2	2	4
Actual	1			
Percentage of agency data maintained with less than a week's latency from live to DR system				
Target		50%	100%	100%
Actual	10%			
Percentage of agency applications supported via a "hot-hot" model from agency main office to agency DR office				
Target		0%	25%	50%
Actual	0%			
Number of cyber security awareness classes conducted by agency staff				
Target		2	4	4
Actual	N/A			
Percentage of department employees attending cyber security awareness training within a six month period				
Target		33%	66%	100%
Actual	N/A			
Percentage of times in which employee accounts are inactivated within 5 business days of separation				
Target		80%	90+%	100%
Actual	N/A			

Licensing Division

Organization Chart and Staffing Plan (FY 2007-08)



FTE Overview

<u>FY06-07</u>	<u>FY07-08</u>	<u>FY08-09</u>
19.5	22.0	22.5

Statutory Authority

- Article XVIII, Section 2, Colorado Constitution
- Title 24, Article 4, C.R.S.
- Title 6, Article 16, C.R.S.
- Title 12, Articles 9 and 55, C.R.S.

Line Items That Support the Licensing Division

- Personal Services
- Operating
- Legal Services
- Leased Space

Division Description and General Information

The mission of the Licensing Division is to provide outstanding customer service and skillful guidance through improved access to services via technology and meaningful personal interactions, both with internal and external constituents, in the five program areas of notary, bingo-raffle, charitable solicitations, administrative rule making, and address confidentiality.

The Licensing Division serves the public interest through the following areas of responsibilities:

- Overseeing charitable gaming practices through licensing qualified non-profit organizations and business enterprises involved in charitable gaming
- Providing oversight to charitable solicitation practices through the registering of charities that solicit contributions in Colorado, educating donors, non-profits, and others on statutory requirements, and publishing disclosure forms.
- Providing web interface for all aspects of e-Filing of administrative rules, and publishing the *Code of Colorado Regulations (CCR)* and the *Colorado Register (CR)*.
- Commissioning notaries public, providing notary information and issuing notary authentications, and processing notary complaints.
- Protecting victims of domestic abuse, sexual violence, and stalking by shielding their addresses through the Address Confidentiality Program.

The Licensing Division program functions are as follows:

- I. The *Bingo-Raffle* program of the Licensing Division oversees charitable gaming practices through licensing qualified non-profit organizations involved in charitable gaming. It also licenses gaming-related business enterprises, including commercial bingo hall landlords, manufacturers of bingo-raffle equipment, bingo-raffle suppliers (distributors), and manufacturers' and suppliers' agents.

This program enforces compliance with the laws of Colorado through the investigation of complaints and issuance of corrective and compliance recommendations, including the discipline of licensee in an administrative proceeding. This program also disseminates information to the public through the Division's website regarding games of chance laws and rules, makes periodic site visits to gaming locations, and provides games manager certification training throughout the state to assist them in conducting compliant games.

The *Charitable Solicitations* program of the Division promotes transparency and accountability among charitable organizations to increase the confidence of donors in legitimate charities and discourage unscrupulous practices by solicitors. It registers not only charitable organizations that solicit contributions in Colorado, but also paid solicitors and professional fundraising consultants, and provides education to these and others on the requirements of the law. Through this program, charities and solicitors file mandatory disclosure forms that illuminate contractual obligations with respect to solicitation campaigns. These forms, published on the Division's website, provide information to potential donors, researchers, and other interested parties via a searchable web-based database.

Through the *Administrative Rules* program, the Division publishes the *Code of Colorado Regulations*, which is comprised of all the administrative rules of the executive agencies of the State of Colorado. These rules provide information to the public that affects all aspects of daily life, ranging from licensing requirements for various professionals to

water quality standards for streams and lakes. State agencies are required by law to file adopted rules and notices of rulemaking with the Secretary of State for publication in the companion publication, the *Colorado Register*, which is published monthly. It includes rule-making notices, proposed rules, new and amended rules, and attorney general rules opinions. The Division publishes the official version of the *Code of Colorado Regulations* and the *Colorado Register* electronically and, through a private publisher, provides for an unofficial version to be published in print.

This program provides the public with free online access to the rules and rulemaking documents, assistance with questions regarding the use of the Division's web interface, and a help-desk function for agency and attorney general filers. Staff also creates help documents and trains agencies with regard to rulemaking and e-Filing of the documents.

- II. The Division's *Notaries Public* program commissions notaries public and electronic notaries, and issues authentications and Apostilles for international and inter-jurisdictional uses. These authentications verify that the Colorado notary public or public official whose signature appears on a document is in good standing. Under this program, staff provides notary information and education sessions and handles all notary complaints that are addressed to the Secretary of State.
- III. The *Address Confidentiality Program* is a new program that resulted from legislation in 2007. The purpose of the program is to protect victims of domestic violence, sexual offense, or stalking from present or would-be assailants by shielding the addresses of the victims, providing a substitute address to the victim, and purging previous addresses from public records. The Division is in the process of developing this program which is projected to begin in July 2008.

Performance Measures

Objective 1: Decrease the number of days to process rule filings for electronic access by improving the process of converting the documents.

Performance Measure:

	Actual FY06-07	Estimate FY07-08	Estimate FY08-09	Estimate FY09-10
Average number of days to process each rule filing	2.75	2.5	2	1.5

Objective 2: Through outreach and education, partnering with other agencies, and an enhanced website, increase the number of registered charitable organizations that are required to register with the Secretary of State.

Performance Measure:

	Actual FY06-07	Estimate FY07-08	Estimate FY08-09	Estimate FY09-10
Number of registered charitable organizations	4,837	5,563	6,397	6,493

Trends/Expectations

While electronic filing of administrative rules is fully functional, processing rule documents for insertion into CCR electronically has been a time-consuming, inefficient conversion process that has taken staff time away from other important activities, such as assisting and training agencies on rulemaking and e-Filing of rules. The Division is working with the department's IT Division toward a resolution to this problem, which is due to dated software, so that rule filings can be processed more quickly and more time can be devoted to providing assistance to the public and to the state agencies on matters related to administrative rules and filings. It is anticipated that the demand for agency training and "help desk" assistance will continue.

The Division has experienced a steady drop in the number of bingo-raffle licensees issued as well as in the bingo revenues generated by such gaming occasions. It is speculated the steady decline is attributable in large part to other gaming venues, the state smoking ban, aging gamers, and lack of volunteers to assist the organizing group in conducting the events. It is expected, however, that this decline will plateau and remain stable, in part because successful groups with a good volunteer base and loyal customers will continue to operate games. While bingo license applications have dropped, raffle applications have shown a steady increase, most likely because the demands placed on volunteers are much less than those who work with bingo games.

Over the last five years, the Division has experienced a steady increase in the number of registered charitable organizations, paid solicitors, and professional fundraising consultants. It is anticipated that the number of registrations will steadily rise from its June 30, 2007 level as new charitable organizations are formed or become active in Colorado, as information regarding this program and filing requirement is more widely disseminated, and as administrative tools and/or new legislation are developed to identify and contact unregistered charitable organizations and fundraising professionals. As more consumers have become aware of the *Charitable Solicitations Program*, the number of complaints filed and requiring investigations has increased, causing the Division to re-examine how it uses its resources to handle the increase.

The Colorado Department of State, as a leader in e-government, has made important contributions to the development of e-filing tools for charities on the national level. This includes participation in the E-File Form 990 program launched by NCCS and the "state retrieval system" being introduced by the Internal Revenue Service in 2007. This department remains the only state charity office in the nation that requires e-filing by charities and commercial fundraisers, and is one of only two offices in the country that accepts charity filings electronically (the Pennsylvania Secretary of State is the other).

Since 911, there has been a marked decline in public trust of charities and an accompanying interest in reform of the non-profit sector among states and in the U.S. Congress. In 2007 the Secretary of State convened an advisory task force whose mission was to examine the regulatory and legal framework of the nonprofit sector to determine what policies should be implemented to increase accountability, transparency and, ultimately, giving in the State of Colorado. The task force, comprised of charitable organization leaders throughout the state, was preparing to deliver recommendations to the Secretary of State in the fall of 2007.

The number of new and renewal applications processed by the Notary Program has not changed significantly and is not expected to do so in the next few years. Currently, applications are manually processed. As an online application submission project is implemented this year, the Division anticipates an initial workload impact in assistance provided by staff to the customers. However, as this system for filing applications is utilized, manual processing, and thus data entry by staff, will decrease, allowing the division to increase its efforts in response to a national growing emphasis on notary education by further developing its established voluntary education

program. It is also expected that legislation will be proposed to mandate that maintaining a notary journal be added to the Notaries Public Act.

Critical Issues

The drop in bingo-raffle licensees has resulted in lower revenues to fund the program. The Bingo and Raffles law requires the Secretary of State annually review fees and expenditures to ensure the fees approximate the costs of running the program. Steps have been taken to adjust the administrative fees payable to the Secretary of State with quarterly financial reports, and to examine more efficient ways to provide the oversight that is required under this program. There still remain the responsibilities to investigate complaints, perform compliance inspections on all bingo-raffle licensees, as well as review over 5,000 financial reports filed annually in connection with the games of chance activities. The downward trend in gaming occasions permits investigators to conduct more compliance inspections for a broader array of licensees, which previously were centered on the larger games that were likely to impact the most constituents. The practical effect of a decrease in gaming occasions is that staff will be able to visit more games to ensure better compliance throughout the state.

The department recognizes that adjusting the administrative fees may be only temporary, and will continue to monitor the revenues for this program. If the bingo revenues continue to fall and do not plateau, there may need to be adjustments again in the future. With the limited staff for this program to conduct the mandated oversight activities, present staffing levels should be maintained.

Program Functions and Business Activities

The Licensing Division oversees charitable gaming practices, registers charitable organizations operating in Colorado, publishes state agency administrative rules, issues commissions notaries public, and shields the addresses of victims of domestic abuse and sexual violence.

Activities include:

- Issuing licenses to non-profit organizations and business enterprises involved in charitable gaming
- Registering charitable organizations, paid solicitors, and fundraising consultants operating in Colorado
- Publishing charitable disclosure forms on web-site
- Issuing notary public commissions
- Providing authentications of notary signatures on documents
- Investigating complaints filed against bingo-raffle licensees, charities, and notaries public
- Receiving and processing administrative rule documents for publication
- Providing training to state agencies regarding rulemaking and e-Filing of documents
- Providing information via websites about charitable organizations
- Providing education sessions on notary requirements
- Conducting site visits of gaming (bingo-raffle) locations
- Training bingo managers on the conduct of games

FY06-07 Accomplishments:

- Registered over 4800 charitable organizations operating in Colorado
- Created a task force concerned with charitable organization practices
- Investigated and resolved 30 complaints against bingo-raffle licensees
- Investigated and resolved 40 complaints involving charitable solicitations

FY07-08 Business Plan:

- Implement an electronic reporting system for bingo-raffle licensees
- Implement an on-line application system for notaries public
- Address decline in bingo licensees and revenues
- Explore making web-site more user-friendly
- Increase bingo revenues to offset expenditures
- Implement recommendations of Charitable Advisory Task Force

Workload Measures

	FY06-07	FY07-08	FY08-09	FY09-10
Number of electronic rule filings received and processed				
Target		250	250	250
Actual	237			
Number of training sessions and user group meetings regarding filing of rule documents				
Target		14	17	20
Actual	12			
Number of times users access CCR and CR pages of the Dept. of State website				
Target		2,500,000	3,000,000	3,500,000
Actual	2,171,000			
Average number of days to process charitable registration applications and renewals				
Target		2	2	2
Actual	2			
Number of complaints filed against organizations and/or solicitors that solicit contributions in Colorado				
Target		40	60	90
Actual	37			
Number of complaints against charitable organizations/solicitors investigated				
Target		32	60	60
Actual	40			
Number of Bingo-Raffle inspections				
Target		252	252	252
Actual	242			
	FY06-07	FY07-08	FY08-09	FY09-10

Number of bingo-raffle complaints investigated				
Target		48	48	48
Actual	30			
	FY06-07	FY07-08	FY08-09	FY09-10
Number of bingo-raffle licensees fined for late report-filing				
Target		480	360	240
Actual	631			
Number of training classes conducted for Bingo games managers				
Target		60	60	60
Actual	58			
Number of electronic rule filings received and processed				
Target		250	250	250
Actual	237			
Number of training sessions and user group meetings regarding filing of rule documents				
Target		14	17	20
Actual	12			
Number of times users access CCR and CR pages on website				
Target		2,500,000	3,000,000	3,500,000
Actual	2,171,000			
Number of notary commissions issued				
Target		23,000	23,150	23,300
Actual	22,920			
Number of notary education classes held				
Target		40	42	45
Actual	36			
Number of notary authentications issued				
Target		17,000	17,000	17,000
Actual	16,250			

Secretary of State

Schedule 3's

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2	October 31, 2007 9:25 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				ADMINISTRATION - Personal Services							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
8	(1) Secretary of State's Office										
9	Personal Services										
10	I. POSITION DETAIL										
11	Secretary of State	61,917	1.0	68,498	1.0			68,496	1.0	68,496	1.0
12	Deputy Secretary of State	102,462	1.0	109,668	1.0			120,000	1.0	120,000	1.0
13	Accountant II	14,488	0.3	60,112	1.0			32,712	0.5	0	0.0
14	Accountant III			0	0.0			34,272	0.5	68,544	1.0
15	Accountant Technician I	28,214	0.8	68,741	1.8			38,628	1.0	0	0.0
16	Accountant Technician II			0	0.0			42,870	1.0	85,740	2.0
17	Accountant Technician III	31,004	0.7	0	0.0			0	0.0	0	0.0
18	Administrative Assistant I			0	0.0			0	0.0	0	0.0
19	Administrative Assistant II	141,692	4.8	120,883	3.3			104,726	3.6	120,474	3.5
20	Administrative Assistant III	350,155	10.3	358,111	10.5			290,421	8.5	322,236	9.0
21	Application Programmer II			0	0.0			0	0.0	0	0.0
22	Arts Professional I	42,997	1.1	61,723	1.4			21,000	0.5	21,000	0.5
23	Budget and Policy Analyst II			0	0.0			0	0.0	0	0.0
24	Budget and Policy Analyst III			14,938	0.2			40,926	0.5	39,876	0.5
25	Compliance Investigator II	66,876	1.0	69,276	1.0			71,748	1.0	71,748	1.0
26	Compliance Investigator I	210,524	4.0	224,976	4.0			234,408	4.0	234,408	4.0
27	Computer Operator I			0	0.0			0	0.0	0	0.0
28	Controller I			0	0.0			0	0.0	0	0.0
29	Controller II	90,270	1.0	88,848	1.0			93,232	1.0	91,404	1.0
30	Controller III			0	0.0			0	0.0	0	0.0
31	Customer Support Coordinator	7,200	0.2	0	0.0			0	0.0	0	0.0
32	Customer Support Intern			0	0.0			0	0.0	0	0.0
33	General Professional I			31,821	0.7			41,175	1.0	40,368	1.0
34	General Professional II	145,949	4.1	131,969	2.8			147,472	3.0	147,672	3.0
35	General Professional III	264,975	5.1	220,715	4.2			342,838	6.5	345,045	6.5
36	General Professional IV	220,664	3.4	340,523	5.2			390,218	6.5	407,712	6.5
37	General Professional V	261,432	4.0	139,897	2.2			165,677	2.5	163,674	2.5
38	General Professional VI	157,562	2.0	282,280	3.7			293,055	3.0	287,544	3.0
39	General Professional VII	98,648	1.0	129,304	1.4			160,405	2.0	209,556	2.0
40	Management	105,666	1.0	105,264	1.0			111,540	1.0	109,344	1.0
41	Office Manager I	42,938	1.0	44,484	1.0			45,540	1.0	45,540	1.0
42	Program Assistant I	119,258	3.0	111,467	2.9			190,794	4.8	197,196	5.0
43	Program Assistant II			25,688	0.6			44,940	1.0	44,940	1.0
44	Records Administrator II			23,612	0.3			0	0.0	0	0.0

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1				DEPARTMENT OF STATE							
2	October 31, 2007 9:25 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				ADMINISTRATION - Personal Services							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
45	State Services Trainee IV			128,548	4.4			177,366	6.0	181,500	6.0
46	State Services Professional Trainee IV	71,940	2.5	0	0.0			0	5.0	0	5.0
47	State Services Professional Trainee II			0	0.0			41,652	1.0	41,652	1.0
48	State Services Professional Trainee I	5,999	0.2	0	0.0			0	0.0	0	0.0
49	Technician I			44,014	1.5			95,518	2.8	103,620	3.0
50	Technician II	303,884	9.6	186,015	5.7			82,113	2.5	64,464	2.0
51	Technician III	266,365	7.3	227,663	6.1			90,882	2.3	76,560	2.0
52	Technician IV	121,743	3.2	126,844	3.0			206,635	4.8	214,188	5.0
53	Technician V			0	0.0			73,980	1.5	98,640	2.0
54	Auditor II	17,121	0.2	0	0.0			0	0.0	0	0.0
55	Auditor Intern	6,145	0.2	0	0.0			0	0.0	0	0.0
56											
57	TOTAL SECRETARY OF STATE'S OFFICE	3,358,088	74.0	3,545,883	72.9			3,895,238	82.5	4,023,141	83.0
58											
59	(I.A.) CONTINUATION FTE SALARY COSTS										
60	(Permanent FTE by position)										
61	Continuation Salary Subtotal	3,358,088	74.0	3,545,883	72.9			3,895,238	82.5	4,023,141	83.0
62											
63	(I.B.) OTHER PERSONAL SERVICES										
64	PERA on Continuation Subtotal	327,285		333,644				388,568		401,392	
65	Medicare on Continuation Subtotal	45,570		47,690				55,510		57,342	
66	State Temporary Services	98,684		80,507				0		0	
67	Other Temporary Services	0		247,531				0		0	
68	Contractual Services	38,905		195,615				0		0	
69	Legal Services	55,052		340,721				0		0	
70	Excess STD	0		0				0		0	
71	Termination/Retirement Payouts	31,851		11,399				0		0	
72	Tuition and Registration	0		0				0		0	
73	Unemployment Insurance	3,590		12,059				0		0	
74	Incentives	0		0				0		0	
75	Matchmaker Contribution	0		0				0		0	
76	Overtime	768		0				0		0	
77	Non Base Building Performance-based Pay Awards	0		0				0		0	
78	Other Personal Services	1,907		0				0		0	

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6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
79	Miscellaneous	0		0				0		0	
80	I.B. Other Personal Services Subtotal	603,612	0.0	1,269,166				444,078		458,734	
81											
82	(I.C.) PERSONAL SERVICES SUBTOTAL = A+B	3,961,700	74.0	4,815,049	72.9	0	0.0	4,339,316	82.5	4,481,875	83.0
83	CF	3,939,370		4,754,937	71.90	0		4,264,562	81.5	4,405,380	82.0
84	CFE	22,330		60,112	1.00	0		74,754	1.0	76,495	1.0
85											
86	(I.D.) POTS EXPENDITURES										
87	Health/Life/Dental	208,996		260,940		0		331,281		568,913	
88	H CF	208,996		257,687		0		327,555		565,187	
89	H CFE	0		3,252		0		3,726		3,726	
90											
91	Short Term Disability	4,785		3,766		0		4,953		8,951	
92	H CF	4,785		3,699		0		4,866		8,864	
93	H CFE	0		67		0		87		87	
94											
95	SB 04-257 Amortization Equalization Disbursement	7,760		25,709		0		37,941		67,263	
96	H CF	7,760		25,709		0		37,282		66,604	
97	H CFE	0		0		0		659		659	
98											
99	Salary Survey / Senior Executive Services (info only - non-add)	0		0		0		0		[226,692]	
100	H CF	0		0		0		0		[226,692]	
101	H CFE	0		0		0		0		0	
102											
103	Performance-based Pay Awards - (info only non-add)	0		0		0		0		[88,644]	
104	H CF	0		0		0		0		[88,644]	
105	H CFE	0		0		0		0		0	
106											
107	H Total of ALL POTS	221,541		290,415		0		374,175		645,127	
108	H CF	221,541		290,415		0		374,175		640,655	
109	H CFE	0		0		0		0		4,472	

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4				ADMINISTRATION - Personal Services							
5											
6		ACTUAL FY 05-06	ACTUAL FY 06-07	ACTUAL FY 06-07	ACTUAL FY 06-07	APPROP FY 07-08	APPROP FY 07-08	ESTIMATE FY 07-08	ESTIMATE FY 07-08	REQUEST FY 08-09	REQUEST FY 08-09
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
110											
111											
112	(I.E.) BASE PERSONAL SERVICES TOTAL = C+D	4,183,239	73.90	5,105,464	72.93	0	0.00	4,713,491	82.5	5,127,002	83.0
113	CF	4,158,596	73.60	5,045,352	71.93	0		4,638,737	81.5	5,046,035	82.0
114	CFE	24,642	0.30	60,112	1.00	0		74,754	1.0	80,967	1.0
115											
116	(I.F.) DIFFERENCE = III - I.E.	0		0		0		(152,856)		(467,587)	
117	H CF	0		0		0		(152,856)		(467,587)	
118	H CFE	0		0		0		0		0	
119											
120	(I.G.) REQUEST YEAR DECISION ITEMS	n/a		n/a		n/a		n/a			
121										0	
122										0	
123										0	
124										0	
125											
126											
127	(I.) PERSONAL SERVICES DETAIL (POSITION DETAIL) TOTAL (E+F+G)	4,183,239	73.90	5,105,464	72.93	0	0.00	4,713,491	82.5	4,659,415	83.0
128	CF	4,157,592	73.60	5,045,352		0		4,638,737	81.5	4,578,448	82.0
129	CFE	24,642	0.30	60,112	1.00	0		74,754	1.0	80,967	1.0
130											
131	Personal Services without POTS	0	0.00	4,815,049	72.93	0	0.00	4,339,316	82.5	4,481,875	83.0
132	CF	0		4,754,937		0		4,264,562	81.5	4,405,380	82.0
133	CFE	0		60,112	1.00	0		74,754	1.0	76,495	1.0
134											
135	II. PERSONAL SERVICES REQUEST (AGGREGATE ADJUSTMENTS TO THE BASE APPROPRIATION)										
136	Previous Year Long Bill Appropriation(CDH - Entry required)	0	0.00	0	0.00	0		0	0.00	4,560,635	81.0
137	CF	0		0		0		0		0	

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5												
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09		
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
138	CFE	0		0		0		0		0		
139												
140	(II.A.) SPECIAL BILLS											
141	HB 07-1350 Address Confidentiality	0		0		0		[70,121]	[1.50]	92,003	0.5	
142	CF	0		0		0		0		92,003	0.5	
143	CFE	0		0		0		0		0		
144												
145	SB 07-083 Uniform Election Code	0		0		0		[65,344]	[1.00]	65,344	0.0	
146	CF	0		0		0		0		65,344	0.0	
147	CFE	0		0		0		0		0		
148												
149	SB 06-1086 Games of Chance Regulation									(48,600)	-2.0	
150	CF									(48,600)	-2.0	
151	CFE											
194												
195	Reversions	0		0		0		0		0		
196	CF	0		0		0		0		0		
197	CFE	0		0		0		0		0		
198												
199	Total Special Bills	0	0.00	0	0.00	0		[135,465]	[2.50]	108,747	-1.5	
200	CF											
201	CFE											
202												
203	(II.B.) SALARY SURVEY / SENIOR EXECUTIVE SERVICE	0		0		0		0		0		
204												
205	Classified Positions	0		0		0		0		0		
206	CF	0		0		0		0		0		
207	CFE	0		0		0		0		0		
208												
209	Exempt Positions	0		0		0		0		0		
210	CF	0		0		0		0		0		
211	CFE	0		0		0		0		0		
212												
213	(II.C.) PERFORMANCE-BASED PAY AWARDS	0		0		0		0		0		

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1				DEPARTMENT OF STATE							
2	October 31, 2007 9:25 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				ADMINISTRATION - Personal Services							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
214	CF	0		0		0		0		0	
215	CFE	0		0		0		0		0	
216											
217	Subtotal II from above	0	0.00	0	0.00	0	0.0	4,713,491	82.5	4,669,382	81.5
218	CF	0	0.00	0	0.0	0	0.0	4,638,737	81.5	4,588,415	80.5
219	CFE	0	0.00	0	0.0	0	0.0	74,754	1.0	80,967	1.0
220											
221	(II.D.) OSPB BASE ADJUSTMENT (0.2%)	0	0.00	0	0.00	0	0.00	0	0.00	(9,967)	0.0
222	CF	0		0		0		0		0	
223	CFE	0		0		0		0		0	
224											
225	(II.E.) OTHER ADJUSTMENTS	0	0.00	0	0.00	0	0.00	0	0.00	0	0.0
226	CF	0		0		0		0		0	
227	CFE	0		0		0		0		0	
228											
229	(II.F.) TOTAL BASE REQUEST	0	0.00	0	0.00	0	0.00	4,713,491	82.50	4,659,415	81.5
230	CF	0		0		0		4,638,737	81.50	4,578,448	80.5
231	CFE	0		0		0		74,754	1.00	80,967	1.0
232											
233	(II.G.) DECISION ITEMS										
234	Decision Item #1 - Elections Funding										
235	GF									1,179,811	15.0
236	CF									(1,179,811)	(15.0)
237	CFE										
238											
239	Decision Item #4 - Voting Equipment Certification										
240	GF										
241	CF										
242	CFE										
243											
244	Request Year Decision Item Totals										
245	GF	0	0.00	0	0.00	0	0.00	0	0.00	1,179,811	15.0
246	CF	0	0.00	0	0.00	0	0.00	0	0.00	(1,179,811)	(15.0)

	A	B	C	D	E	F	G	H	I	J	K	
1				DEPARTMENT OF STATE								
2	October 31, 2007 9:25 AM			SCHEDULE 3								
3				PROGRAM DETAIL								
4				ADMINISTRATION - Personal Services								
5												
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09		
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
247	CFE	0	0.00	0	0.00	0	0.00	0	0.00	0	0.0	
248												
249												
250	II. PERSONAL SERVICES REQUEST TOTAL	0	0.00	0	0.00	0	0.00	4,713,491	82.50	4,659,415	81.5	
251	GF									1,179,811	15.0	
252	CF	0		0		0		4,638,737	81.50	3,398,637	65.5	
253	CFE ¹	0		0		0		74,754		80,967	1.0	
254												
255	III. PERSONAL SERVICES RECONCILIATION											
256												
257	(III.A.) SPENDING AUTHORITY AUTHORIZATION											
258	Long Bill Appropriation	4,134,650	84.2	4,434,439	84.5	0	0.00	4,560,635	81.00	0	0.0	
259	CF	4,134,650	84.2	4,434,439	84.5	0		0		0		
260	CFE	0		0		0		0		0		
261												
262	HB 06-1232 Supplemental Adjustment	(23,890)	0.00	0	0.00	0	0.00	0	0.00	0	0.0	
263	CF	0		0		0		0		0		
264	CFE	0		0		0		0		0		
265												
266	SB06-188 E-Filing	0	0.00	(26,115)	(1.00)	0	0.00	0	0.00	0	0.0	
267	CF	0		0		0		0		0		
268	CFE	0		0		0		0		0		
269												
270	HB 04-1300 E-Notary	(13,230)	(0.50)	0	0.00	0	0.00	0	0.00	0	0.0	
271	CF	0		0		0		0		0		
272	CFE	0		0		0		0		0		
273												
274	SB 04-231 Electronic Filing	(114,700)	(3.60)	0	0.00	0	0.00	0	0.00	0	0.0	
275	CF	0		0		0		0		0		
276	CFE	0		0		0		0		0		
277												
278	Total Appropriation	3,982,830	80.10	4,408,324	83.50	0	0.00	4,560,635	81.00	0	0.0	
279	CF	3,982,830	80.10	4,408,324	83.50	0	0.00	4,560,635	81.00	0	0.0	

	A	B	C	D	E	F	G	H	I	J	K	
1				DEPARTMENT OF STATE								
2	October 31, 2007 9:25 AM			SCHEDULE 3								
3				PROGRAM DETAIL								
4				ADMINISTRATION - Personal Services								
5												
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09		
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
280	CFE	0										
281												
282	Emergency Supplemental	0	0.00	0	0.00	0	0.00	0	0.00	0	0.0	
283	CF	0		0		0		0		0		
284	CFE	0		0		0		0		0		
285												
293	Rollforwards to FY 05-06	0	0.00	0	0.00	0	0.00	0	0.00	0	0.0	
294	CF	0		0		0		0		0		
295	CFE	0		0		0		0		0		
296												
297	Rollforwards to FY 06-07	0	0.00	0	0.00	0	0.00	0	0.00	0	0.0	
298	CF	0		0		0		0		0		
299	CFE	0		0		0		0		0		
300												
301	SUBTOTAL III.A. SPENDING AUTHORITY AUTHORIZATION	3,982,830	80.10	4,408,324	83.50	0	0.00	4,560,635	81.00	0	0.0	
302	CF	3,982,830	80.10	4,408,324	83.50	0	0.00	4,560,635	81.00	0	0.0	
303	CFE											
304												
305	H Subtotal Excluding POTS	3,761,289	80.10	4,117,909	83.50	0	0.00	4,560,635	81.00	0	0.0	
306	H CF	3,761,289	80.10	4,117,909	83.50	0	0.00	4,560,635	81.00	0	0.0	
307	H CFE											
308												
309	H Difference excluding POTS	0		0		0	0.00	0	0.00	0	0.0	
310	H CF	0		0		0		0		0		
311	H CFE	0		0		0		0		0		
312												
313	III.B. Overexpenditures-Not Approved - (Reversions) [Hardcoded]	(355,276)		0		0		0		0		
314	CF	0		0		0		0		0		
315	CFE	0		0		0		0		0		
316												
317	H Reversion W/O POTS	0		0	0.00	0	0.00	0	0.00	0	0.0	
318	H CF			0		0		0		0		
319	H CFE	0		0		0		0		0		
320												

	A	B	C	D	E	F	G	H	I	J	K	
1				DEPARTMENT OF STATE								
2	October 31, 2007 9:25 AM			SCHEDULE 3								
3				PROGRAM DETAIL								
4				ADMINISTRATION - Personal Services								
5												
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09		
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
321	(III.C.) ALLOCATED POTS											
322	Salary Survey / Senior Executive Services (SES)	184,181		0		0		0		[226,692]		
323	H CF	0		0		0		0		[226,692]		
324	H CFE	0		0		0		0		0		
325												
326	Performance Based Pay Awards	0		0		0		0		[88,644]		
327	H CF	0		0		0		0		[88,644]		
328	H CFE	0		0		0		0		0		
329												
330	Health/Life/Dental	334,945		366,415		0		331,281		[568,913]		
331	H CF	334,945		363,163		0		327,555		[565,187]		
332	H CFE	0		3,252		0		3,726		[3,726]		
333												
334	Short Term Disability	8,703		3,884		0		4,953		[8,951]		
335	H CF	8,703		3,817		0		4,866		[8,864]		
336	H CFE	0		67		0		87		[87]		
337												
338	SB 04-257 Amortization Equalization Disbursement	14,151		37,934		0		37,941		[67,263]		
339	H CF	14,151		37,934		0		37,282		[66,604]		
340	H CFE	0		0		0		659		[659]		
341												
342	SUBTOTAL III.C. ALLOCATED POTS	541,980		408,233		0		374,175		[960,463]		
343	CF	541,980		404,914		0		369,703		[955,991]		
344	CFE	0		3,319		0		4,472		[4,472]		
345												
346	H Total Personal Services without pots	0	0.00	4,408,324	83.50	0	0.00	4,560,635	81.00	0	0.0	
347	H CF	0		4,408,324		0		4,560,635		0		
348	H CFE	0		0		0		0		0		
349												
350	III. RECONCILIATION PERSONAL SERVICES TOTAL	4,183,239	73.90	4,816,557	83.50	0	0.00	4,560,635	81.00	4,659,415	81.5	
351	GF									1,179,811	15.0	
352	CF	4,158,597	73.60	4,813,238	82.50	0		4,485,881	80.0	3,398,637	65.5	

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:25 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				ADMINISTRATION - Personal Services							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
353	CFE	24,642	0.30	3,319	1.00	0		74,754	1.00	80,967	1.0
354											
355	IV. Reconciliation Difference = III-I	0		0		0		0		0	
356	H CF	0									
357	H CFE	0									

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3							DEPARTMENT OF STATE					
4		October 31, 2007 9:26 AM					SCHEDULE 3					
5							PROGRAM DETAIL					
6							ADMINISTRATION - Health, Life, Dental					
7												
8			ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
9		ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
10		(1) Secretary of State's Office										
11		Health, Life, and Dental			260,940		0		331,281		568,913	
12		CF			257,687		0		327,555		565,187	
13		CFE			3,252		0		3,726		3,726	
14												
15		Reconciliation of Funds										
16												
17		Long Bill Appropriation (SB 05-209, HB 06-1385, SB 07-239, FY 07-08 Total Appropriation)			260,940		0		331,281		568,913	
18		CF			257,687		0		327,555		565,187	
19		CFE			3,252		0		3,726		3,726	
20												
21		Total Appropriation	0		260,940		0		331,281		568,913	
22		CF	0		257,687		0		327,555		565,187	
23		CFE	0		3,252		0		3,726		3,726	
24												
25		Total Spending Authority	0		260,940		0		331,281		568,913	
26		CF	0		257,687		0		327,555		565,187	
27		CFE	0		3,252		0		3,726		3,726	
28												
29		Grand Total	0		260,940		0		331,281		568,913	
30		CF	0		257,687		0		327,555		565,187	
31		CFE	0		3,252		0		3,726		3,726	
32												
33												

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2							DEPARTMENT OF STATE					
3		October 31, 2007 9:27 AM					SCHEDULE 3					
4							PROGRAM DETAIL					
5							ADMINISTRATION - STD					
6												
7			ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
8		ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
9		(1) Secretary of State's Office										
10		Short-term Disability			3,766		0		4,953		8,951	
11		CF			3,699		0		4,866		8,864	
12		CFE			67		0		87		87	
13												
14		Reconciliation of Funds										
15												
16		Long Bill Appropriation (SB 05-209, HB 06-1385, SB 07-239, FY 07-08 Total Appropriation)			3,766		0		4,953		8,951	
17		CF			3,699		0		4,866		8,864	
18		CFE			67		0		87		87	
19												
20		Total Appropriation	0		3,766		0		4,953		8,951	
21		CF	0		3,699		0		4,866		8,864	
22		CFE	0		67		0		87		87	
23												
24		Total Spending Authority	0		3,766		0		4,953		8,951	
25		CF	0		3,699		0		4,866		8,864	
26		CFE	0		67		0		87		87	
27												
28		Grand Total	0		3,766		0		4,953		8,951	
29		CF	0		3,699		0		4,866		8,864	
30		CFE	0		67		0		87		87	

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2					DEPARTMENT OF STATE							
3		October 31, 2007 9:28 AM			SCHEDULE 3							
4					PROGRAM DETAIL							
5					ADMINISTRATION - AMT							
6												
7			ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
8		ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
9		(1) Secretary of State's Office										
10		SB 04-257 Amortization Equalization Disbursement	0		25,709		0		37,941		67,263	
11		CF	0		25,709		0		37,282		66,604	
12		CFE	0		0		0		659		659	
13												
14		Reconciliation of Funds										
15												
16		Long Bill Appropriation (SB 05-209, HB 06-1385, SB 07-239, FY 07-08 Total Appropriation)			25,709		0		37,941		67,263	
17		CF			25,709		0		37,282		66,604	
18		CFE			0		0		659		659	
19												
20		Total Appropriation	0		25,709		0		37,941		67,263	
21		CF	0		25,709		0		37,282		66,604	
22		CFE	0		0		0		659		659	
23												
24		Total Spending Authority	0		25,709		0		37,941		67,263	
25		CF	0		25,709		0		37,282		66,604	
26		CFE	0		0		0		659		659	
27												
28		Grand Total	0		25,709		0		37,941		67,263	
29		CF	0		25,709		0		37,282		66,604	
30		CFE	0		0		0		659		659	

	A	B	C	D	E	F	G	H	I	J	K	
1				DEPARTMENT OF STATE								
2	October 31, 2007 9:28 AM			SCHEDULE 3								
3				PROGRAM DETAIL								
4				ADMINISTRATION - OPERATING								
5												
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09		
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds		
8	(1) Secretary of State's Office											
9	Operating Expenses											
10	COFRS Object Codes											
11	2210 - Other Mtnc and Repair			2,506		0		0		0		
12	2220 - Bldg Mtnc and Repair	3,380		25,788		0		24,000		24,000		
13	2230 - Equipment Maintenance	666		1,438		0		2,640		2,640		
14	2231 - ADP Equipment Maintenance			505		0		0		0		
15	2232 - Software Maintenance			2,694		0		2,500		2,500		
16	2250 - Rentals			1,434		0		1,400		1,400		
17	2251 - Rent Motor Pool			400		0		400		400		
18	2252 - Rent Motor Pool Mileage			1,665		0		1,700		1,700		
19	2253 - Rent Equipment			161		0		200		200		
20	2254 - Rental of Motor Vehicles	742		0		0		0		0		
21	2255 - Rent Building	1,294		1,434		0		2,061		2,061		
22	2258 - Parking Fees	740		155		0		160		160		
23	2259 - Parking Reimbursement	287		30		0		30		30		
24	2510 - In State Travel	7,571		9,606		0		17,446		17,446		
25	2511 - In State Travel Common Carrier			0		0		0		0		
26	2512 - IS Travel Per Diem	2,415		1,392		0		3,015		3,015		
27	2513 - IS Personal Vehicle Reimbursement	15,815		15,937		0		17,000		17,000		
28	2515 - State/Own Vehicle	2,732		4,174		0		5,000		5,000		
29	2520 - N/E Travel	148		30		0		0		0		
30	2522 - N/E Travel Per Diem	46		0		0		0		0		
31	2523 - Personal Vehicle Board Members	562		183		0		354		354		
32	2530 - Out of State Travel	13,426		16,156		0		18,000		18,000		
33	2531 - Out of State Common Carrier	7,613		4,459		0		12,308		12,308		
34	2532 - Out of State Per Diem	1,372		1,304		0		2,000		2,000		
35	2533 - OS Personal Vehicle Reimbursement	19		131		0		139		139		
36	2550 - Out of Country Travel			0		0		0		0		
37	2551 - Out of Country Common Carrier			0		0		0		0		
38	2552 - Out of Country - Per Diem			0		0		0		0		
39	2610 - Advertising	3,883		41,840		0		10,000		10,000		
40	2611 - Public Relations	59,478		8,043		0		10,000		10,000		
41	2612 - Other Marketing Expenses			200		0		514		514		
42	2630 - Telephone Internal	41		80		0		0		0		

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:28 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				ADMINISTRATION - OPERATING							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
43	2631 - Telephone External	2,573		2,303		0		3,000		3,000	
44	2632 - Mnt Payments to DPA					0		0		0	
45	2641 - Other ADP Billings	15,422		0		0		0		0	
46	2660 - Insurance	235		325		0		0		0	
47	2680 - Printing & Reproduction	89,179		86,494		0		100,057		100,057	
48	2681 - Photocopy			1		0		0		0	
49	2690 - Legal Services			0		0		0		0	
50	2810 - Freight	4,364		499		0		1,000		1,000	
51	2820 - Other Purchased Services	12,783		6,665		0		7,000		7,000	
52	2830 - Office Moving	3,240		1,925		0		2,000		2,000	
53	2831 - Storage			540		0		500		500	
54	3110 - Other Supplies and Materials	2,063		11,358		0		10,000		10,000	
55	3112 - Automotive Supplies	80		32		0		0		0	
56	3115 - DP Supplies/Services			15,190		0		17,000		17,000	
57	3116 - Purchase/License Software	508		0		0		0		0	
58	3117 - Education Supplies					0		0		0	
59	3118 - Food & Food Service supplies	326		104		0		100		100	
60	3120 - Books/Subscriptions	5,401		9,068		0		15,928		15,928	
61	3121 - Office Supplies	18,318		28,356		0		30,000		30,000	
62	3123 - Postage	215,617		231,452		0		284,679		284,679	
63	3124 - Printing/Copy Supplies			252		0		200		200	
64	3126 - Repairs & Maintenance	163		0		0		0		0	
65	3128 - Non Capitalized Equipment	6,691		13,667		0		14,000		14,000	
66	3131 - Non Capitalized Building Materials			0		0		0		0	
67	3132 - Non Capitalized Office Furn/ Office Syst	16,604		4,709		0		8,000		8,000	
68	3140 - Non Capitalized IT - PC's			0		0		1,298		1,298	
69	3141 - NonCapitalized IT - Servers			113		0		100		100	
70	3143 - Non Capitalized IT - Other			478		0		400		400	
71	3940 - Electricity			0		0		0		0	
72	3950 - Gasoline	110		41		0		100		100	
73	4100 - Other Operating Expenses			0		0		0		0	
74	4105 - Bank Card Fees			20		0		100		100	
75	4140 - Dues & Memberships	8,257		1,497		0		21,651		21,651	
76	4151 - interest late payments			8		0		0		0	
77	4170 - Miscellaneous Fees and Fines	50		86		0		406		406	

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:28 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				ADMINISTRATION - OPERATING							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
78	4180 - Official Functions	2,783		6,378		0		7,000		7,000	
79	4220 - Registration Fees	22,661		25,841		0		25,000		25,000	
80	5420 - Purchase of Services -Counties			0		0		0		0	
81	5520 - Distributions - Counties			0		0		0		0	
82											
83	TOTAL OPERATING EXPENSES (v11)	549,658		589,147		0		680,386		680,386	
84	CF	549,658		589,147		0		680,386		680,386	
85	CFE	0		0		0		0		0	
86											
87	Long Bill Appropriation	588,183		680,386				680,386			
88	Over(Under)expenditure	(38,659)		(91,239)				0			
89	CF	549,524		589,147				680,386			
90	CFE	0									
91											
92	Workers Compensation (V03)	8,121		7,630				5,503		5,503	
93	HB 06-1232	(404)									
94	SB 07-178			(2,585)							
95	Over(Under)expenditure	0		(532)							
96	CF	6,785		4,513				5,503		5,503	
97	CFE	931									
98											
99	Legal Services (v31)	111,617		116,903				224,950		224,950	
100	SB 07-178			160,978							
101	Over(Under)expenditure	(3,267)		(13,096)							
102	CF	108,350		264,785				224,950		224,950	
103	CFE	0									
104											
105	Administrative Law Judges (v32)	69,506		117,488				143,601		143,601	
106	HB 06-1232 Supplemental (DPA)	40,470									
107	SB 07-178			16,789							
108	Over(Under)expenditure			0							
109	CF	109,976		134,277				143,601		143,601	
110	CFE	0									
111											
112	Purchase from GGCC (v27)	1,166		829				611		611	

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1				DEPARTMENT OF STATE							
2	October 31, 2007 9:28 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				ADMINISTRATION - OPERATING							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
113	HB 06-1232 Supplemental (DPA)	(349)									
114	SB 07-178			(829)							
115	Over(Under)expenditure	1		0							
116	CF	818		0			611			611	
117	CFE	0									
118											
119	Multiuse Network Payments (v37)	55,911		52,746			1,735,990			1,735,990	
120	HB 06-1232 Supplemental (DPA)	(2,775)									
121	SB 07-178			1,486,353							
122	Over(Under)expenditure	0		(1,065,000)							
123	CF	53,136		474,099			1,735,990			1,735,990	
124	CFE	0									
125											
126	Indirect Cost Assessment (v28)	114,890		122,083			165,717			165,717	
127	Over(Under)expenditure	(30)		(8,473)							
128	CF	114,860		113,610			165,717			165,717	
129	CFE	0									
130											
131	Risk Management (v47)	22,186		13,712			34,743			34,743	
132	HB 06-1232 Supplemental (DPA)	(15,286)									
133	SB 07-178			20,745							
134	Over(Under)expenditure	0		(1,092)							
135	CF	6,459		33,365			34,743			34,743	
136	CFE	0									
137	FF	441									
138											
139	Vehicle Leased Payments (V16)	1,680		4,044			2,487			2,487	
140	HB 06-1232 Supplemental (DPA)	(488)									
141	SB 07-178			(1,557)							
142	Over(Under)expenditure	(1,167)		0							
143	CF	25		2,487			2,487			2,487	
144	CFE	0									
145											
146	Leased Space (v33)	792,447		627,774			621,469			621,469	
147	HB 07-1350 Address Confidentiality						24,000			24,000	

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1				DEPARTMENT OF STATE							
2	October 31, 2007 9:28 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				ADMINISTRATION - OPERATING							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
148	Over(Under)expenditure	(10,414)		(264,649)							
149	CF	782,033		363,125				645,469		645,469	
150	CFE	0									
151											
152	Discretionary Fund (V10)	5,000		5,000				5,000		5,000	
153	Over(Under)expenditure	0		(357)							
154	CF	5,000		4,643				5,000		5,000	
155	CFE	0									
156											
157	Special Bills										
158	HB 07-1350 Address Confidentiality	0		0		0		15,668		21,117	
159	CF	0		0		0		15,668		21,117	
160	CFE	0		0		0		0		0	
161											
162	Special Bills										
163	SB 07-083 Uniform Election Code	0		0		0		5,129		65,344	
164	CF	0		0		0		5,129		65,344	
165	CFE	0		0		0		0		0	
166											
167	Special Bills										
168	SB 07-083 Uniform Election Code	0		0		0		0		(3,036)	
169	CF	0		0		0		0		(3,036)	
170	CFE	0		0		0		0		0	
171											
172	Special Bill Total	0		0		0		20,797		83,425	
173	CF	0		0		0		20,797		83,425	
174	CFE	0		0		0		0		0	
175											
176	Total Spending Authority	1,770,707		1,748,595		0		3,665,254		3,703,882	
177	Over(Under)expenditure	(53,536)		(1,444,438)		0		0			
178	CF	1,736,966		1,984,052		0		3,665,254		3,703,882	
179	CFE	931		0		0		0		0	
180	FF	441									
181											
182	Totals without Special Bills	1,770,707		1,748,595		0		3,620,457		3,620,457	

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1				DEPARTMENT OF STATE							
2	October 31, 2007 9:28 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				ADMINISTRATION - OPERATING							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
183	Over(Under)expenditure	(53,536)		(1,444,438)				0		0	
184	CF	1,736,966		1,984,052		0		3,620,457		3,620,457	
185	CFE	931		0		0		0		0	
186	FF	441		0		0		0		0	
187											
188	Total Supplementals	21,168		1,679,894				0		0	
189	CF	21,168		1,679,894				0		0	
190	CFE										
191											
192	Grand Total	1,791,875		3,428,489		0		3,636,125		3,703,882	
193	Over(Under)expenditure			(1,444,438)				0		0	
194	CF	1,758,134		1,984,051		0		3,636,125		3,703,882	
195	CFE*	931		0		0		0		0	
196	FF	441									
197											
198	Rollforwards to FY 06-07	0		0		0		0		0	
199	CF	0		0		0		0		0	
200	CFE	0		0		0		0		0	
201											
202	Year-end Adjustments and Transfers										
203	CF										
204	CFE										
205											
206	Total Spending Authority	1,791,875		3,428,489		0		3,665,254		3,703,882	
207	CF	0		1,984,051		0		3,665,254		3,703,882	
208	CFE	0		0		0		0		0	
209											
210	Overexpenditures-Not Approved - (Reversions)	(53,536)		(1,444,438)		0		0		0	
211	CF	0		0		0		0		0	
212	CFE	0		0		0		0		0	
213											
214	Decision Items/Budget Reduction Items										
215	Decision Item: #1 Election Funding										
216	Operating Expenses									300,762	
217	Leased Space									142,400	

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1				DEPARTMENT OF STATE							
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4				ADMINISTRATION - OPERATING							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
218	Legal Services									93,600	
219	GF									536,762	
220	CF									(536,762)	
221											
222	Decision Item Total	0		0		0		0		0	
223	GF	0		0		0		0		536,762	
224	CF	0		0		0		0		(536,762)	
225	CFE*	0		0		0		0		0	
226											
227	Totals without Decision Items	1,791,875		3,428,489		0		3,665,254		3,703,882	
228	GF										
229	CF	0		1,984,051		0		3,665,254		3,703,882	
230	CFE*	0		0		0		0		0	
231											
232	Totals with Decision Items	1,791,875		3,428,489				3,665,254		3,703,882	
233	GF									536,762	
234	CF	1,791,875		3,428,489				3,665,254		3,167,120	
235	CFE									0	
236											
237	Spending Authority Total	1,791,875		3,428,489		0		3,665,254		3,703,882	
238	GF									536,762	
239	CF	1,791,875		3,428,489						3,167,120	
240	CFE										
241											
242	Grand Total	1,791,875		3,428,489		0		3,665,254		3,703,882	
243	GF									536,762	
244	CF	1,791,875		5,412,540		0		3,665,254		3,167,120	
245	CFE*	0		0		0		0		0	
246	FF	441		0		0		0		0	

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1				DEPARTMENT OF STATE							
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3				PROGRAM DETAIL							
4				INFORMATION SYSTEMS DIVISION - Personal Services							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
8	(1) Secretary of State's office										
9	Personal Services										
10	I. POSITION DETAIL										
11	Administrative Assistant II			21,526	0.7						
12	Computer Operator I	70,752	2.0	43,875	1.2			71,196	2.0	71,196	2.0
13	General Professional IV			11,255	0.1			78,420	1.0	78,420	1.0
14	IT Professional II	126,901	2.2	302,358	5.1			350,768	6.0	420,144	7.0
15	IT Professional III	649,621	10.1	523,568	7.6			540,344	8.0	559,464	8.0
16	IT Professional IV	146,618	2.0	195,588	2.5			165,084	2.0	165,084	2.0
17	IT Professional V	271,492	3.0	246,168	2.7			293,548	4.0	345,924	4.0
18	IT Professional VI	107,178	1.0	88,155	0.8			104,868	1.0	104,868	1.0
19	IT Professional VII	107,178	1.0	115,588	1.0			109,344	1.0	109,344	1.0
20	IT Technician I	85,837	2.0	92,526	2.2			89,352	2.0	89,352	2.0
21	IT Technician II	0	0.0	44,345	0.9			48,456	1.0	48,456	1.0
22	TOTAL SECRETARY OF STATE'S OFFICE	1,565,577	23.3	1,684,952	24.8	0	0.0	1,851,380	28.0	1,992,252	29.0
23											
24	(I.A.) CONTINUATION FTE SALARY COSTS										
25	(Permanent FTE by position)										
26	Continuation Salary Subtotal	1,565,577	23.3	1,684,952	24.8			1,851,380	28.0	1,992,252	29.0
27											
28	(I.B.) OTHER PERSONAL SERVICES										
29	PERA on Continuation Subtotal	157,311		164,528				187,915		202,214	
30	Medicare on Continuation Subtotal	19,276		21,718				26,845		28,888	
31	State Temporary Services	0		0				0		0	
32	Other Temporary Services	0		0				0		0	
33	Contractual Services	1,055,975		1,891,533				430,820		430,820	
34	Excess STD	0		0				0		0	
35	Termination/Retirement Payouts	18,117		31,522				0		0	

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2	October 31, 2007 9:37 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4		INFORMATION SYSTEMS DIVISION - Personal Services									
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
36	Tuition and Registration	0		0				0		0	
37	Unemployment Insurance	0		0				0		0	
38	Incentives	0		0				0		0	
39	Matchmaker Contribution	0		0				0		0	
40	Overtime	0		0				0		0	
41	Non Base Building Performance-based Pay Awards	0		0				0		0	
42	Miscellaneous	6,017		0				0		0	
43											
44											
45	I.B. Other Personal Services Subtotal	1,256,696		2,109,301				645,580		661,922	
46											
47	(I.C.) PERSONAL SERVICES SUBTOTAL = A+B	2,822,273	23.3	3,794,253	24.8	0	0.0	2,496,960	28.0	2,654,174	29.0
48	CF	2,822,273		3,794,253		0		2,496,960	28.0	2,654,174	29.0
49	CFE	0		0		0		0	0.0	0	
50											
51	(I.D.) POTS EXPENDITURES										
52	Health/Life/Dental	64,973		64,973		0		[147,745]		[147,745]	
53	H CF	64,973		64,973		0		[147,745]		[147,745]	
54	H CFE	0		0		0		0		0	
55											
56	Short Term Disability	2,274		2,274		0		[2,653]		[2,653]	
57	H CF	2,274		2,274		0		[2,653]		[2,653]	
58	H CFE	0		0		0		0		0	
59											
60	SB 04-257 Amortization Equalization Disbursement	0		12,225		0		[16,912]		[16,912]	
61	H CF	0		12,225		0		[16,912]		[16,912]	
62	H CFE	0		0		0		0		0	
63											

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1				DEPARTMENT OF STATE								
2	October 31, 2007 9:37 AM			SCHEDULE 3								
3				PROGRAM DETAIL								
4				INFORMATION SYSTEMS DIVISION - Personal Services								
5												
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09		
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
64	Salary Survey / Senior Executive Services (info only - non-add)	0		0		0		0		0		
65	H CF	0		0		0		0		0		
66	H CFE	0		0		0		0		0		
67												
68	Performance-based Pay Awards - (info only non-add)	0		0		0		0		0		
69	H CF	0		0		0		0		0		
70	H CFE	0		0		0		0		0		
71												
72	H Total of ALL POTS	2,889,520	23.3	3,861,500	24.8	0	0.0	[167,310]		[167,310]		
73	H CF	2,889,520	23.3	3,861,500	24.8	0	0.0	[167,310]		[167,310]		
74	H CFE	0		0		0		0		0		
75												
76												
77	(I.E.) BASE PERSONAL SERVICES TOTAL = C+D	2,889,520	23.3	3,873,725	24.8	0	0.0	2,496,960	28.0	2,654,174	29.0	
78	CF	2,889,520	23.3	3,873,725	24.8	0	0.0	2,496,960	28.0	2,654,174	29.0	
79	CFE	0		0		0		0		0		
80												
81	(I.F.) DIFFERENCE = III - I.E.	0		775,903		0		310,166		2,561,006		
82	H CF	0		(3,873,725)		0		310,166		654,186		
83	H CFE	0		0		0		0		0		
84												
85	(I.G.) REQUEST YEAR DECISION ITEMS	n/a		n/a		n/a		n/a				
86												
87												
88												
89												
90												

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1				DEPARTMENT OF STATE							
2	October 31, 2007 9:37 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				INFORMATION SYSTEMS DIVISION - Personal Services							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
91											
92	(I.) PERSONAL SERVICES DETAIL (POSITION DETAIL) TOTAL (E+F+G)	2,889,520	23.3	4,649,628	24.8	0	0.0	2,496,960	28.0	2,654,174	29.0
93	CF	2,889,520	23.3	4,649,628	24.8	0	0.0	2,496,960	28.0	2,654,174	29.0
94	CFE	0		0		0		0		0	
95											
96	Personal Services without POTS	2,822,273	23.3	3,794,253	24.8	0	0.0	2,496,960	28.0	2,654,174	29.0
97	CF	2,822,273	23.3	3,794,253	24.8	0	0.0	2,496,960	28.0	2,654,174	29.0
98	CFE	0		0		0		0		0	
99											
100	II. PERSONAL SERVICES REQUEST (AGGREGATE ADJUSTMENTS TO THE BASE APPROPRIATION)										
101	Previous Year Long Bill Appropriation (HB 06-1385) (CDH - Entry required)	3,225,695	29.5	3,934,853	31.0	0		0	0.0	2,807,126	29.0
102	CF	3,225,695	29.5	3,934,853	31.0	0		0		2,807,126	
103	CFE	0		0		0		0		0	
104											
105	(II.A.) SPECIAL BILLS										
106	HB 07-1350 Address Confidentiality	0		0		0		0	0.0	0	0.0
107	CF	0		0		0		0		0	
108	CFE	0		0		0		0		0	
109											
110	SB 07-083 Uniform Election Code	0		0		0		0		0	
111	CF	0		0		0		0		0	
112	CFE	0		0		0		0		0	
113											
114	SB 07-259 Campaign Finance	0		0		0		[81,844]	[1.00]	1,476,844	0.0
115	CF	0		0		0		[81,844]	[1.00]	1,476,844	
116	CFE	0		0		0		0		0	
117											

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1				DEPARTMENT OF STATE							
2	October 31, 2007 9:37 AM			SCHEDULE 3							
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4				INFORMATION SYSTEMS DIVISION - Personal Services							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
153	Reversions	0		0		0		0		0	
154	CF	0		0		0		0		0	
155	CFE	0		0		0		0		0	
156											
157	Total Special Bills	0	0.0	0	0.0	0		[81,844]	[1.0]	1,476,844	0.0
158	CF	0								1,476,844	
159	CFE										
160											
161	(II.B.) SALARY SURVEY / SENIOR EXECUTIVE SERVICE	0		0		0		0		0	
162											
163	Classified Positions	0		0		0		0		0	
164	CF	0		0		0		0		0	
165	CFE	0		0		0		0		0	
166											
167	Exempt Positions	0		0		0		0		0	
168	CF	0		0		0		0		0	
169	CFE	0		0		0		0		0	
170											
171	(II.C.) PERFORMANCE-BASED PAY AWARDS	0		0		0		0		0	
172	CF	0		0		0		0		0	
173	CFE	0		0		0		0		0	
174											
175	Subtotal II from above	3,225,695	29.5	3,934,853	31.0	0	0.0	[81,844]	[1.0]	4,283,970	29.0
176	CF	3,225,695	29.5	3,934,853	31.0	0	0.0	[81,844]	[1.0]	4,283,970	29.0
177	CFE	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
178											
179	(II.D.) OSPB BASE ADJUSTMENT (0.2%)	0	0.0	0	0.0	0	0.0	0	0.0	(8,568)	0.0
180	CF	0		0		0		0		(8,568)	

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1				DEPARTMENT OF STATE								
2	October 31, 2007 9:37 AM			SCHEDULE 3								
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4				INFORMATION SYSTEMS DIVISION - Personal Services								
5												
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09		
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
181	CFE	0		0		0		0		0		
182												
183	(II.E.) OTHER ADJUSTMENTS	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
184	CF	0		0		0		0		0		
185	CFE	0		0		0		0		0		
186												
187	(II.F.) TOTAL BASE REQUEST	3,225,695	29.5	3,934,853	31.0	0	0.0	2,496,960	28.0	4,275,402	29.0	
188	CF	3,225,695		3,934,853		0		2,496,960	28.0	4,275,402	29.0	
189	CFE	0		0		0		0		0		
190												
191	(II.H.) DECISION ITEMS											
192	Decision Item #1 - Election Funding									0	0.0	
193	GF									1,906,820	0.0	
194	CF									(1,906,820)	0.0	
195	CFE											
196												
197	Decision Item #2 - Colorado Information Security Act									559,778	2.1	
198	CF									559,778		
199	CFE											
200												
201	Decision Item #3- SOS Accounting System									380,000	0.0	
202	CF									380,000		
203	CFE											
204												
205	Decision Item #4-									0	0.0	
206	CF									0		
207	CFE									0		
208												
209	Request Year Decision Item Totals	0	0.0	0	0.0	0	0.0	0	0.0	939,778	2.1	
210	GF									1,906,820	0.0	

	A	B	C	D	E	F	G	H	I	J	K	
1				DEPARTMENT OF STATE								
2	October 31, 2007 9:37 AM			SCHEDULE 3								
3				PROGRAM DETAIL								
4		INFORMATION SYSTEMS DIVISION - Personal Services										
5												
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09		
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
211	CF	0	0.0	0	0.0	0	0.0	0	0.0	(967,042)	0.0	
212	CFE	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
213												
214	II. PERSONAL SERVICES REQUEST TOTAL	3,225,695	29.5	3,934,853	31.0	0	0.0	2,496,960	28.0	5,215,180	31.1	
215	GF									1,906,820	0.0	
216	CF	3,225,695		3,934,853		0		2,496,960		3,308,360	31.1	
217	CFE ¹	0		0		0		0		0		
218												
219												
220												
221	III. PERSONAL SERVICES RECONCILIATION											
222												
223	(III.A.) SPENDING AUTHORITY AUTHORIZATION											
224	Long Bill Appropriation (SB 05-209, HB 06-1385, SB 07-239, FY 07-08 Total Appropriation)	3,225,695	29.5	3,934,853	31.0	0	0.0	2,807,126	29.0	0	0.0	
225	CF	3,225,695	29.5	3,934,853	31.0	0	0.0	2,807,126	29.0	0	0.0	
226	CFE	0		0		0		0		0		
227												
228	HB 06-1086	0	0.0	222,708	0.5	0	0.0	0	0.0	0	0.0	
229	CF	0		222,708	0.5	0		0		0		
230	CFE	0		0		0		0		0		
231												
232	HB 06-1149	0	0.0	36,400	0.0	0	0.0	0	0.0	0	0.0	
233	CF	0		36,400		0		0		0		
234	CFE	0		0		0		0		0		
235												
236	HB 06-188	0	0.0	455,667	0.5	0	0.0	0	0.0	0	0.0	
237	CF	0		455,667	0.5	0		0		0		
238	CFE	0		0		0		0		0		

	A	B	C	D	E	F	G	H	I	J	K	
1				DEPARTMENT OF STATE								
2	October 31, 2007 9:37 AM			SCHEDULE 3								
3				PROGRAM DETAIL								
4				INFORMATION SYSTEMS DIVISION - Personal Services								
5												
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09		
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
239												
240	Supplemental	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
241	CF	0		0		0		0		0		
242	CFE	0		0		0		0		0		
243												
244	Reversions	(336,175)	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
245	CF	(336,175)		0		0		0		0		
246	CFE	0		0		0		0		0		
247												
248	Total Appropriation	2,889,520	29.5	4,649,628	32.0	0	0.0	2,807,126	29.0	0	0.0	
249	CF	2,889,520	29.5	4,649,628	32.0	0	0.0	2,807,126	29.0	0	0.0	
250	CFE											
251												
252	Emergency Supplemental	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
253	CF	0		0		0		0		0		
254	CFE	0		0		0		0		0		
255												
263	Rollforwards to FY 05-06	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
264	CF	0		0		0		0		0		
265	CFE	0		0		0		0		0		
266												
267	Rollforwards to FY 06-07	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
268	CF	0		0		0		0		0		
269	CFE	0		0		0		0		0		
270												
271	SUBTOTAL III.A. SPENDING AUTHORITY AUTHORIZATION	2,889,520	29.5	4,649,628	32.0	0	0.0	2,807,126	29.0	5,215,180	31.1	
272	GF									1,906,820	0.0	
273	CF	0	0.0	0	0.0	0	0.0	0	0.0	3,308,360	31.1	
274	CFE											
275												
276	H Subtotal Excluding POTS	0	0.0	4,649,628	32.0	0	0.0	2,807,126	29.0	0	0.0	

	A	B	C	D	E	F	G	H	I	J	K	
1				DEPARTMENT OF STATE								
2	October 31, 2007 9:37 AM			SCHEDULE 3								
3				PROGRAM DETAIL								
4				INFORMATION SYSTEMS DIVISION - Personal Services								
5												
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09		
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
277	H CF	0	0.0	4,649,628	32.0	0	0.0	2,807,126	29.0	0	0.0	
278	H CFE											
279												
280	H Difference excluding POTS	0		855,375		0	0.0	0	0.0	0	0.0	
281	H CF	0		855,375		0		0		0		
282	H CFE	0		0		0		0		0		
283												
284	III.B. Overexpenditures-Not Approved - (Reversions) [Hardcoded]	0		0		0		0		0		
285	CF	0		0		0		0		0		
286	CFE	0		0		0		0		0		
287												
288	H Reversion W/O POTS	0	0.0	(363,308)	-7.2	0	0.0	(310,166)	-1.0	0	0.0	
289	H CF	0		(363,308)		0		(310,166)		0		
290	H CFE	0		0		0		0		0		
291												
292	(III.C.) ALLOCATED POTS											
293	Salary Survey / Senior Executive Services (SES)	0		0		0		0		0		
294	H CF	0		0		0		0		0		
295	H CFE	0		0		0		0		0		
296												
297	Performance Based Pay Awards	0		0		0		0		0		
298	H CF	0		0		0		0		0		
299	H CFE	0		0		0		0		0		
300												
301	Health/Life/Dental	0		0		0		[147,745]		[147,745]		
302	H CF	0		0		0		[147,745]		[147,745]		
303	H CFE	0		0		0		0		0		
304												
305	Short Term Disability	0		0		0		[2,653]		[2,653]		
306	H CF	0		0		0		[2,653]		[2,653]		

	A	B	C	D	E	F	G	H	I	J	K	
1				DEPARTMENT OF STATE								
2	October 31, 2007 9:37 AM			SCHEDULE 3								
3				PROGRAM DETAIL								
4				INFORMATION SYSTEMS DIVISION - Personal Services								
5												
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09		
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
307	H CFE	0		0		0		0		0		
308												
309	SB 04-257 Amortization Equalization Disbursement	0		0		0		[16,912]		[16,912]		
310	H CF	0		0		0		[16,912]		[16,912]		
311	H CFE	0		0		0		0		0		
312												
313	SUBTOTAL III.C. ALLOCATED POTS	0		0		0		[167,310]		[167,310]		
314	CF	0		0		0		[167,310]		[167,310]		
315	CFE	0		0		0		0		0		
316												
317	H Total Personal Services without pots	2,889,520	29.5	4,649,628	32.0	0	0.0	2,807,126	29.0	5,215,180	31.1	
318	H GF									1,906,820	0.0	
319	H CF	0		0		0		0		3,308,360	31.1	
320	H CFE	0		0		0		0		0		
321												
322	III. Reconciliation Personal Services Total	2,889,520	29.5	4,649,628	32.0	0	0.0	2,807,126	29.0	5,215,180	31.1	
323	GF									1,906,820	0.0	
324	CF	2,889,520	29.5	0		0		2,807,126		3,308,360	31.1	
325	CFE	0		0		0		0		0		
326												
327	IV. Reconciliation Difference = III-I	0		0		0		310,166		0		
328	H CF	0										
329	H CFE	0										

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	A	B	C	D	E	F	G	H	I	J
1				DEPARTMENT OF STATE						
2				SCHEDULE 3						
3				PROGRAM DETAIL						
4				INFORMATION SYSTEMS DIVISION - HLD						
5										
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds
8	(1) Secretary of State									
9	Health, Life, and Dental	64,973		64,973				[147,745]		[147,745]
10	CF	64,973		64,973				[147,745]		[147,745]
11	CFE	0		0				0		0
12										
13	Reconciliation of Funds									
14										
15	Long Bill Appropriation (SB 05-209, HB 06-1385, SB 07-239, FY 07-08 Total Appropriation)	64,973		64,973				[147,745]		[147,745]
16	CF	64,973		64,973				[147,745]		[147,745]
17	CFE	0		0				0		0
18										
19	Total Appropriation	64,973		64,973				[147,745]		[147,745]
20	CF	64,973		64,973				[147,745]		[147,745]
21	CFE	0		0				0		0
22										
23	Total Spending Authority	64,973		64,973				[147,745]		[147,745]
24	CF	64,973		64,973				[147,745]		[147,745]
25	CFE	0		0				0		0
26										
27	Grand Total	64,973		64,973				[147,745]		[147,745]
28	CF	64,973		64,973				[147,745]		[147,745]
29	CFE	0		0				0		0

	A	B	C	D	E	F	G	H	I	J
1				DEPARTMENT OF STATE						
2	October 31, 2007 9:38 AM			SCHEDULE 3						
3				PROGRAM DETAIL						
4				INFORMATION SYSTEMS DIVISION - STD						
5										
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds
8	(1) Secretary of State									
9	Short Term Disability	2,274		2,274				[2,653]		[2,653]
10	CF	2,274		2,274				[2,653]		[2,653]
11	CFE	0		0				0		0
12										
13	Reconciliation of Funds									
14										
15	Long Bill Appropriation (SB 05-209, HB 06-1385, SB 07-239, FY 07-08 Total Appropriation)	2,274		2,274				[2,653]		[2,653]
16	CF	2,274		2,274				[2,653]		[2,653]
17	CFE	0		0				0		0
18										
19	Total Appropriation	2,274		2,274				[2,653]		[2,653]
20	CF	2,274		2,274				[2,653]		[2,653]
21	CFE	0		0				0		0
22										
23	Total Spending Authority	2,274		2,274				[2,653]		[2,653]
24	CF	2,274		2,274				[2,653]		[2,653]
25	CFE	0		0				0		0
26										
27	Grand Total	2,274		2,274				[2,653]		[2,653]
28	CF	2,274		2,274				[2,653]		[2,653]
29	CFE	0		0				0		0

	A	B	C	D	E	F	G	H	I	J
1				DEPARTMENT OF STATE						
2	October 31, 2007 9:38 AM			SCHEDULE 3						
3				PROGRAM DETAIL						
4				INFORMATION SYSTEMS DIVISION - AMT						
5										
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds
8	(1) Secretary of State									
9	Health, Life, and Dental	0		12,225				[16,912]		[16,912]
10	CF	0		12,225				[16,912]		[16,912]
11	CFE	0		0				0		0
12										
13	Reconciliation of Funds									
14										
15	Long Bill Appropriation (SB 05-209, HB 06-1385, SB 07-239, FY 07-08 Total Appropriation)	0		12,225				[16,912]		[16,912]
16	CF	0		12,225				[16,912]		[16,912]
17	CFE	0		0				0		0
18										
19	Total Appropriation	0		12,225				[16,912]		[16,912]
20	CF	0		12,225				[16,912]		[16,912]
21	CFE	0		0				0		0
22										
23	Total Spending Authority	0		12,225				[16,912]		[16,912]
24	CF	0		12,225				[16,912]		[16,912]
25	CFE	0		0				0		0
26										
27	Grand Total	0		12,225				[16,912]		[16,912]
28	CF	0		12,225				[16,912]		[16,912]
29	CFE	0		0				0		0

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 10:04 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				INFORMATION SYSTEMS DIVISION - Operating							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
8	(1) Secretary of State's Office										
9	Operating Expenses (S11)										
10	COFRS Object Codes										
11	2150 - Other Cleaning Svcs			8,725				3,084		3,084	
12	2210 - Other Mtnc and Repair	1		1,591				0		0	
13	2220 - Bldg Mtnc and Repair	0		13,650				38,920		38,920	
14	2230 - Equipment Maintenance/Repair Svcs	18,782		51,776				12,628		12,628	
15	2231 - IT Hardware Maint/Repair Svcs	23,365		522,022				0		0	
16	2232 - IT Software Maint/Upgrade Svcs	12,711		76,581				66,672		66,672	
17	2250 - Rentals	0		0				0		0	
18	2251 - Rent Motor Pool	0		0				0		0	
19	2252 - Rent Motor Pool Mileage	0		0				0		0	
20	2253 - Rent Equipment	0		0				0		0	
21	2254 - Rental of Motor Vehicles	0		0				0		0	
22	2255 - Rent Building	323		0				0		0	
23	2258 - Parking Fees	150		0				0		0	
24	2259 - Parking Reimbursement	0		0				0		0	
25	2263 - Rental of IT Equip - Other	0		0				0		0	
26	2510 - In State Travel	1,392		1,328				0		0	
27	2511 - In State Travel Common Carrier	0		0				0		0	
28	2512 - IS Travel Per Diem	147		361				0		0	
29	2513 - IS Personal Vehicle Reimbursement	1,095		971				471		471	
30	2515 - State/Own Vehicle	50		279				0		0	
31	2520 - N/E Travel	0		0				0		0	
32	2522 - N/E Travel Per Diem	0		0				0		0	
33	2523 - Personal Vehicle Board Members	0		0				0		0	
34	2530 - Out of State Travel	3,254		1,773				0		0	
35	2531 - Out of State Common Carrier	1,619		957				1,723		1,723	
36	2532 - Out of State Per Diem	101		44				0		0	
37	2533 - OS Personal Vehicle Reimbursement	14		39				0		0	
38	2550 - Out of Country Travel	0		0				0		0	
39	2551 - Out of Country Common Carrier	0		0				0		0	
40	2552 - Out of Country - Per Diem	0		0				0		0	

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 10:04 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				INFORMATION SYSTEMS DIVISION - Operating							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
41	2610 - Advertising	1,800		0				0		0	
42	2611 - Public Relations	0		0				0		0	
43	2630 - Telephone Internal	8,122		10,366				9,403		9,403	
44	2631 - Telephone External	42,167		129,628				221,093		221,093	
45	2632 - Mnt Payments to DPA	0		0				0		0	
46	2660 - Insurance	0		0				0		0	
47	2680 - Printing & Reproduction	463		3,279				343		343	
48	2681 - Photocopy	0		0				0		0	
49	2690 - Legal Services	0		0				0		0	
50	2810 - Freight	2,190		32				33		33	
51	2820 - Other Purchased Services	4,170		86				0		0	
52	2830 - Office Moving	1,958		0				0		0	
53	2831 - Storage	2,408		3,134				1,205		1,205	
54	3110 - Other Supplies and Materials	660		1,002				373		373	
55	3112 - Automotive Supplies	0		0				0		0	
56	3115 - DP Supplies/Services	55,611		40,031				30,410		30,410	
57	3116 - Purchase/License Software	24,042		237,541				6,339		6,339	
58	3117 - Education Supplies	0		11,700				0		0	
59	3118 - Food & Food Service supplies	0		0				0		0	
60	3120 - Books/Subscriptions	51		41				2,164		2,164	
61	3121 - Office Supplies	12,159		12,777				10,733		10,733	
62	3123 - Postage	516		299				210		210	
63	3124 - Printing/Copy Supplies	0		0				0		0	
64	3126 - Repairs & Maintenance	0		0				0		0	
65	3128 - Non Capitalized Equipment	17,193		3,640				0		0	
66	3131 - Non Capitalized Building Materials	0		0				0		0	
67	3132 - Non Capitalized Office Furniture/Office Systems	1,325		11,535				0		0	
68	3140 - Non Capitalized IT - PC's	38,893		0				0		0	
69	3141 - Non Capitalized IT - Servers	0		31,983				32,314		32,314	
70	3142 - Non Capitalized IT Network	5,310		0				0		0	
71	3143 - Non Capitalized IT - Other	32,322		15,648				15,586		15,586	
72	3146 - Non Capitalized IT - Purchased Server SW	0		32,205				88,512		88,512	
73	3147 - Non Capitalized IT - Purchased Network SW	2,008		952				0		0	

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1				DEPARTMENT OF STATE							
2	October 31, 2007 10:04 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				INFORMATION SYSTEMS DIVISION - Operating							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
74	3940 - Electricity	40,841		31,882				29,848		29,848	
75	4100 - Other Operating Expenses	0		0				0		0	
76	4140 - Dues & Memberships	650		0				0		0	
77	4150 - Interest Expense	201		123				0		0	
78	4170 - Miscellaneous Fees and Fines	0		44				0		0	
79	4180 - Official Functions	364		300				0		0	
80	4220 - Registration Fees	5,039		31,955				16,260		16,260	
81	5420 - Purchase of Services -Counties	0		0				0		0	
82	6140 - Leasehold Improv - Dir Purchase	2,178,324		0				0		0	
83	6210 - ADP Equipment	0		0				0		0	
84	6212 - IT Servers - Direct Purchase	36,208		0				0		0	
85	6215 - IT Network - Dir Purchase	48,827		0				0		0	
86	6280 - Other Equipment	0		0				0		0	
87											
88	<i>Reconciliation difference</i>										
89											
90	Operating Expenses Total	2,626,827		1,290,280				588,323		588,323	
91	General Fund							-		-	
92	Cash Funds	2,626,827		1,290,280		-		588,323		588,323	
93	Cash Funds Exempt					-				-	
94	Federal Funds							-		-	
95											
96	Reconciliation										
97	Long Bill Appropriation	2,681,492		1,400,621				588,323		588,323	
98	Special Bills										
99	SB 07-259 Campaign Finance							4,835		2,124	
100	Reversion/ (Overexpenditure)	(54,665)		(110,341)							
101	Total	2,626,827		1,290,280				593,158		590,447	
102	General Fund										
103	Cash Funds	2,626,827						593,158		590,447	
104	Cash Funds Exempt							-			
105	Federal Funds										
106											

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 10:04 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				INFORMATION SYSTEMS DIVISION - Operating							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
107	Hardware / Software Maintenance (s12)										
108	1920 - Personal Services / Professional					1,687		4,748		4,748	
109	2230 - Equipment maintenance					12,893		31,570		31,570	
110	2231 - IT Hardware maintenance	109,461		36,287				-		-	
111	2232 - Software maintenance	524,141		745,271		400,639		835,172		835,172	
112	2263 - Rental of IT Equip - Other			582				-		-	
113	2631 - Comm Svcs from Outside Sources			5				-		-	
114	2810 - Freight							-		-	
115	2820 - Other Purchased Services	499						-		-	
116	3115 - Data Processing Supplies			985				-		-	
117	3116 - Noncap It - Purchased PC SW			2,347				-		-	
118	3140 - Noncap IT - PC's			674				-		-	
119	3141 - Noncap IT - Servers			456				-		-	
120	3143 - Non Capitalized IT - Other	20,300		9,530				-		-	
121	3146 - Non Capitalized IT - Purchased Server SW					2,185		6,740		6,740	
122	3147 - Non Capitalized IT - Purchased Network Software							-		-	
123	6213 - IT Software Direct Purchase							-		-	
124	<i>Reconciliation difference</i>										
125	Total - Hardware / Software Maintenance	654,401		796,136		876,120		878,230		878,230	
126	General Fund										
127	Cash Funds	654,401		796,136		876,120		878,230		878,230	
128	Cash Funds Exempt										
129	Federal Funds										
130											
131	Reconciliation										
132	Long Bill Appropriation	967,228		876,120				878,230		878,230	
134	Reversion/ (Overexpenditure)	(312,827)		(79,984)				-		-	
135	Total	654,401		796,136				878,230		878,230	
136											
137	Asset Management (s13)										
138	2230 - Maintenance Repair / Services							-		-	
139	2231 - IT Hardware Repair / Services							-		-	
140	2232 - IT Software MNTC / Upgrade Svcs							-		-	

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 10:04 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				INFORMATION SYSTEMS DIVISION - Operating							
5											
6		ACTUAL FY 05-06	ACTUAL FY 06-07	APPROP FY 07-08	ESTIMATE FY 07-08	REQUEST FY 08-09					
7	ITEM	Total Funds	Total Funds	Total Funds	Total Funds	Total Funds					
141	2810 - Freight				-	-					
142	3128 - Noncap Equipment				-	-					
143	3140 - Non Cap IT PC	7,550	9,324		96,145	96,145					
144	3141 - Non Capitalized IT - Servers	21,009			-	-					
145	3143 - Non Cap IT other	139,342			-	-					
146	3146 - Non Capitalized IT- Purchased Server SW	3,435			-	-					
147	6210 - IT Capital Direct Purchase				15,123	15,123					
148	6212 - IT Servers - Direct Purchase	423,872			9,235	9,235					
149	6213 - IT Software - Direct Purchase				61,580	61,580					
150	6214 - IT Other - Direct Purchase	205,632			9,762	9,762					
151	6215 - IT Network - Direct Purchase		400,115		253,573	253,573					
152	Total	800,839	409,439		445,418	445,418					
153	General Fund										
154	Cash Funds	800,839	409,439		445,418	445,418					
155	Cash Funds Exempt										
156	Federal Funds										
157											
158	Reconciliation										
159	Long Bill Appropriation	802,618	445,418		445,418	445,418					
161	Reversion/ (Overexpenditure)	(1,779)	(35,979)								
162	Total	800,839	409,439		445,418	445,418					
163											
164	Data Center Replacement										
165	1920 - Personal Services / Professional										
166	2210 - Other maintenance repair services	131									
167	2220 - Bldg maintenance repair svcs	10,324									
168	2230 - Equipment maintenance										
169	2231 - IT Hardware maintenance	20,190									
170	2232 - Software maintenance										
171	2311 - Construction Contractor Svcs										
172	2631 - Comm Services from outside sources										
173	2810 - Freight	342									
174	2820 - Other Purchased Services	223,449									

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1				DEPARTMENT OF STATE							
2	October 31, 2007 10:04 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				INFORMATION SYSTEMS DIVISION - Operating							
5											
6		ACTUAL FY 05-06	ACTUAL FY 06-07	APPROP FY 07-08	ESTIMATE FY 07-08	REQUEST FY 08-09					
7	ITEM	Total Funds	Total Funds	Total Funds	Total Funds	Total Funds					
175	3115 - Data Processing supplies										
176	3121 - Office Supplies	20									
177	3132 - Non Capitalized Office Furn/Office Sys.	35,130									
178	3140 - Non Cap IT PC										
179	3143 - Non Cap IT other										
180	6212 - IT Servers - Direct Purchase										
181	6213 - IT Software - Direct Purchase	13,753									
182	6214 - IT Other - Direct Purchase										
183	6216 - IT Server SW - Direct Purchase	45,311									
184	<i>Reconciliation difference</i>										
185	Total	348,650	-								
186	Cash Funds	348,650	-								
187	Cash Funds Exempt										
188											
189	Reconciliation										
190	Long Bill Appropriation	-	-								
191	<i>Supplemental</i>										
192	Reversion/ (Overexpenditure)										
193	Total										
194											
195	Decision Items/Budget Reduction Items (list using priority										
196											
197	Decision Item Priority #1 Election Funding									214,431	
198	General Funds									214,431	
199	Cash Funds									(214,431)	
200	Cash Funds Exempt										
201	Decision Item Priority #2 Colorado Information Security Act									208,006	
202	General Funds									208,006	
203	Cash Funds									208,006	
204	Cash Funds Exempt										

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1				DEPARTMENT OF STATE							
2	October 31, 2007 10:04 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				INFORMATION SYSTEMS DIVISION - Operating							
5											
6		ACTUAL FY 05-06	ACTUAL FY 06-07	APPROP FY 07-08	ESTIMATE FY 07-08	REQUEST FY 08-09					
7	ITEM	Total Funds	Total Funds	Total Funds	Total Funds	Total Funds					
205	Decision Item Priority #3 Accounting System Replacement					140,000					
206	General Funds										
207	Cash Funds					140,000					
208	Cash Funds Exempt										
209											
210	<u>Long Bill Group/Division Total</u>										
211	Grand Total	4,430,717	2,495,855		1,916,806	1,914,095					
212	General Funds										
213	Cash Funds	4,430,717				1,914,095					
214	Cash Funds Exempt										
215											
216											
217											
218	TOTAL OPERATING EXPENSES	2,626,827	1,290,280	2,169,643	593,158	590,447					
219	CF	2,626,827	1,290,280	2,169,643	593,158	590,447					
220	CFE	0	0	0							
221											
222	TOTAL Hardware/Software Maintenance	654,401	796,136	0	878,230	878,230					
223	CF	654,401	796,136	0	878,230	878,230					
224	CFE	0	0	0							

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 10:04 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				INFORMATION SYSTEMS DIVISION - Operating							
5											
6		ACTUAL FY 05-06	ACTUAL FY 06-07	APPROP FY 07-08	ESTIMATE FY 07-08	REQUEST FY 08-09					
7	ITEM	Total Funds	Total Funds	Total Funds	Total Funds	Total Funds					
225											
226	TOTAL Asset Management	800,839	409,439	0	445,418	445,418					
227	CF	800,839	409,439	0	445,418	445,418					
228	CFE	0	0	0							
229											
230	TOTAL Data Center	348,650	0	0	0	0					
231	CF	348,650	0	0	0	0					
232	CFE	0	0	0							
233											
234	Long Bill Appropriation	0								1,914,095	
235	supplemental HB06-1232	0									
236	Overexpenditure	0									
237	CF	0								1,914,095	
238	CFE	0									
239											
240	Totals without Decision Items	0	0	0	0	1,914,095					
241	GF										
242	CF	0	0	0	0	1,914,095					

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 10:04 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				INFORMATION SYSTEMS DIVISION - Operating							
5											
6		ACTUAL FY 05-06	ACTUAL FY 06-07	APPROP FY 07-08	ESTIMATE FY 07-08	REQUEST FY 08-09					
7	ITEM	Total Funds	Total Funds	Total Funds	Total Funds	Total Funds					
243	CFE	0	0	0	0						
244											
245	Decision Items Total									348,006	
246	GF									214,431	
247	CF									133,575	
248	CFE										
249											
250	Total Spending Authority									2,262,101	
251	GF									214,431	
252	CF									2,047,670	
253	CFE										
254											
255	Grand Total	0	2,495,855	0	1,916,806	2,262,101					
256	GF					214,431					
257	CF	0	2,495,855	0	1,916,806	2,047,670					
258	CFE*	0	0	0	0	0					

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1				DEPARTMENT OF STATE							
2	October 31, 2007 9:30 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4		STATEWIDE DISASTER RECOVERY DIVISION - Personal Services									
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
8	(1) Secretary of State's office										
9	Personal Services										
10	I. POSITION DETAIL										
11	Administrative Assistant II							33,018	1.0	33,018	1.0
12	IT Professional II							34,688	1.0	52,032	1.0
13	IT Professional IV							79,416	1.0	79,416	1.0
14	TOTAL SECRETARY OF STATE'S OFFICE	0	0.0	0	0.0	0	0.0	147,122	3.0	164,466	3.0
15											
16	(I.A.) CONTINUATION FTE SALARY COSTS										
17	(Permanent FTE by position)										
18	Continuation Salary Subtotal	0	0.0	0	0.0			147,122	3.0	164,466	3.0
19											
20	(I.B.) OTHER PERSONAL SERVICES										
21	PERA on Continuation Subtotal	0		0				14,933		14,933	
22	Medicare on Continuation Subtotal	0		0				2,133		2,133	
23	State Temporary Services	0		0				0		0	
24	Other Temporary Services	0		0				0		0	
25	Contractual Services	0		0				16,584		16,584	
26	Excess STD	0		0				0		0	
27	Termination/Retirement Payouts	0		0				0		0	
28	Tuition and Registration	0		0				0		0	
29	Unemployment Insurance	0		0				0		0	
30	Incentives	0		0				0		0	
31	Matchmaker Contribution	0		0				0		0	
32	Overtime	0		0				0		0	
33	Non Base Building Performance-based Pay Awards	0		0				0		0	
34	Miscellaneous	0		0				0		0	
35	I.B. OTHER PERSONAL SERVICES SUBTOTAL	0		0				33,650		33,650	
36											

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:30 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4		STATEWIDE DISASTER RECOVERY DIVISION - Personal Services									
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
37	(I.C.) PERSONAL SERVICES SUBTOTAL = A+B	0	0.0	0	0.0	0	0.0	180,772	3.0	198,116	3.0
38	CF	0		0		0		180,772	0.0	198,116	
39	CFE	0		0		0		0	0.0	0	
40											
41	(I.D.) POTS EXPENDITURES										
42											
43	Health/Life/Dental	0		0		0		[17,117]		[17,117]	
44	H CF	0		0		0		[17,117]		[17,117]	
45	H CFE	0		0		0		0		0	
46											
47	Short Term Disability	0		0		0		[191]		[191]	
48	H CF	0		0		0		[191]		[191]	
49	H CFE	0		0		0		0		0	
50											
51	SB 04-257 Amortization Equalization Disbursement	0		0		0		[959]		[959]	
52	H CF	0		0		0		[959]		[959]	
53	H CFE	0		0		0		0		0	
54											
55	Salary Survey / Senior Executive Services (info only - non-add)	0		0		0		0		0	
56	H CF	0		0		0		0		0	
57	H CFE	0		0		0		0		0	
58											
59	Performance-based Pay Awards - (info only non-add)	0		0		0		0		0	
60	H CF	0		0		0		0		0	
61	H CFE	0		0		0		0		0	
62											
63	H Total of ALL POTS	0		0		0		[150,398]		[150,398]	
64	H CF	0		0		0		[150,398]		[150,398]	

	A	B	C	D	E	F	G	H	I	J	K	
1				DEPARTMENT OF STATE								
2	October 31, 2007 9:30 AM			SCHEDULE 3								
3				PROGRAM DETAIL								
4		STATEWIDE DISASTER RECOVERY DIVISION - Personal Services										
5												
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09		
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
65	H CFE	0		0		0		0		0		
66												
67												
68	(I.E.) BASE PERSONAL SERVICES TOTAL = C+D	0	0.0	0	0.0	0	0.0	180,772	3.0	198,116	3.0	
69	CF	0		0		0		180,772		198,116		
70	CFE	0		0		0		0		0		
71												
72	(I.F.) DIFFERENCE = III - I.E.	0		0		0		(0)		(17,741)		
73	H CF	0		0		0		(0)		(17,741)		
74	H CFE	0		0		0		0		0		
75												
76	(I.G.) REQUEST YEAR DECISION ITEMS	n/a		n/a		n/a		n/a				
77										0		
78										0		
79										0		
80										0		
81												
82												
83	(I.) PERSONAL SERVICES DETAIL (POSITION DETAIL) TOTAL (E+F+G)	0	0.0	0	0.0	0	0.0	180,772	3.0	198,116	3.0	
84	CF	0		0		0		180,772		198,116		
85	CFE	0		0		0		0		0		
86												
87	Personal Services without POTS	0	0.0	0	0.0	0	0.0	180,772	3.0	198,116	3.0	
88	CF	0		0		0		180,772	3.0	198,116	3.0	
89	CFE	0		0		0		0		0		
90												
91	II. PERSONAL SERVICES REQUEST (AGGREGATE ADJUSTMENTS TO THE BASE APPROPRIATION)											

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1				DEPARTMENT OF STATE							
2	October 31, 2007 9:30 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4		STATEWIDE DISASTER RECOVERY DIVISION - Personal Services									
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
92	Previous Year Long Bill Appropriation (HB 06-1385) (CDH - Entry required)	0		0	0.0	0		180,772	3.0	180,772	3.0
93	CF	0		0		0		180,772	3.0	180,772	3.0
94	CFE	0		0		0		0		0	
95											
96	(II.A.) SPECIAL BILLS										
97	HB 07-1350 Address Confidentiality	0		0		0		0	0.0	0	0.0
98	CF	0		0		0		0		0	
99	CFE	0		0		0		0		0	
100											
101	SB 07-083 Uniform Election Code	0		0		0		0		0	
102	CF	0		0		0		0		0	
103	CFE	0		0		0		0		0	
104											
105	SB 07-259 Campaign Finance	0		0		0		0	0.0	0	0.0
106	CF	0		0		0		0		0	
107	CFE	0		0		0		0		0	
108											
109											
110	(II.B.) SALARY SURVEY / SENIOR EXECUTIVE SERVICE	0		0		0		0		0	
111											
112	Classified Positions	0		0		0		0		0	
113	CF	0		0		0		0		0	
114	CFE	0		0		0		0		0	
115											
116	Exempt Positions	0		0		0		0		0	
117	CF	0		0		0		0		0	
118	CFE	0		0		0		0		0	
119											
120	(II.C.) PERFORMANCE-BASED PAY AWARDS	0		0		0		0		0	

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1				DEPARTMENT OF STATE							
2	October 31, 2007 9:30 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4		STATEWIDE DISASTER RECOVERY DIVISION - Personal Services									
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
121	CF	0		0		0		0		0	
122	CFE	0		0		0		0		0	
123											
124	Subtotal II from above	0	0.0	0	0.0	0	0.0	180,772	3.0	180,772	3.0
125	CF	0	0.0	0	0.0	0	0.0	180,772	3.0	180,772	3.0
126	CFE	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
127											
128	(II.F.) OSPB BASE ADJUSTMENT (0.2%)	0	0.0	0	0.0	0	0.0	0	0.0	(396)	0.0
129	CF	0		0		0		0		0	
130	CFE	0		0		0		0		0	
131											
132	(II.F.) OTHER ADJUSTMENTS	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
133	CF	0		0		0		0		0	
134	CFE	0		0		0		0		0	
135											
136	(II.G.) TOTAL BASE REQUEST	0	0.0	0	0.0	0	0.0	180,772	3.0	180,376	3.0
137	CF	0		0		0		180,772		180,376	3.0
138	CFE	0		0		0		0		0	
139											
140	(II.H.) DECISION ITEMS										
141	Decision Item #1 -										
142	CF										
143	CFE										
144											
145	Decision Item #2 -										
146	CF										
147	CFE										
148											
149	Decision Item #3-										
150	CF										
151	CFE										
152											

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:30 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4		STATEWIDE DISASTER RECOVERY DIVISION - Personal Services									
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
153	Decision Item #4-									0	0.0
154	CF									0	
155	CFE									0	
156											
157	Request Year Decision Item Totals	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
158	CF	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
159	CFE	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
160											
161	II. PERSONAL SERVICES REQUEST TOTAL	0	0.0	0	0.0	0	0.0	180,772	3.0	180,376	3.0
162	CF	0		0		0		180,772		180,376	
163	CFE ¹	0		0		0		0		0	
164											
165	III. PERSONAL SERVICES RECONCILIATION										
166											
167	(III.A.) SPENDING AUTHORITY AUTHORIZATION										
168	Long Bill Appropriation (SB 05-209, HB 06-1385, SB 07-239, FY 07-08 Total Appropriation)	0	0.0	0	0.0	0	0.0	180,772	3.0	0	0.0
169	CF	0	0.0	0	0.0	0		180,772	3.0	0	0.0
170	CFE	0		0		0		0		0	
171											
172	Supplemental	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
173	CF	0		0		0		0		0	
174	CFE	0		0		0		0		0	
175											
176											
177	Total Appropriation	0	0.0	0	0.0	0	0.0	180,772	3.0	0	0.0
178	CF	0	0.0	0	0.0	0	0.0	180,772	3.0	0	0.0

	A	B	C	D	E	F	G	H	I	J	K	
1				DEPARTMENT OF STATE								
2	October 31, 2007 9:30 AM			SCHEDULE 3								
3				PROGRAM DETAIL								
4		STATEWIDE DISASTER RECOVERY DIVISION - Personal Services										
5												
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09		
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	
179	CFE	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
180												
181	Emergency Supplemental	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
182	CF	0		0		0		0		0		
183	CFE	0		0		0		0		0		
184												
185	Rollforwards to FY 05-06	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
186	CF	0		0		0		0		0		
187	CFE	0		0		0		0		0		
188												
189	Rollforwards to FY 06-07	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
190	CF	0		0		0		0		0		
191	CFE	0		0		0		0		0		
192												
193	SUBTOTAL III.A. SPENDING AUTHORITY AUTHORIZATION	0	0.0	0	0.0	0	0.0	180,772	3.0	0	0.0	
194	CF	0	0.0	0	0.0	0	0.0	180,772	3.0	0	0.0	
195	CFE											
196												
197	H Subtotal Excluding POTS	0	0.0	0	0.0	0	0.0	180,772	3.0	0	0.0	
198	H CF	0	0.0	0	0.0	0	0.0	180,772	3.0	0	0.0	
199	H CFE											
200												
201	H Difference excluding POTS	0		0		0	0.0	0	0.0	0	0.0	
202	H CF	0		0		0		0		0		
203	H CFE	0		0		0		0		0		
204												
205	III.B. Overexpenditures-Not Approved - (Reversions) [Hardcoded]	0		0		0		0		0		
206	CF	0		0		0		0		0		
207	CFE	0		0		0		0		0		

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:30 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4		STATEWIDE DISASTER RECOVERY DIVISION - Personal Services									
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
208											
209	H Reversion W/O POTS	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
210	H CF	0		0		0		0		0	
211	H CFE	0		0		0		0		0	
212											
213	(III.C.) ALLOCATED POTS										
214	Salary Survey / Senior Executive Services (SES)	0		0		0		0		0	
215	H CF	0		0		0		0		0	
216	H CFE	0		0		0		0		0	
217											
218	Performance Based Pay Awards	0		0		0		0		0	
219	H CF	0		0		0		0		0	
220	H CFE	0		0		0		0		0	
221											
222	Health/Life/Dental	0		0		0		[17,117]		[17,117]	
223	H CF	0		0		0		[17,117]		[17,117]	
224	H CFE	0		0		0		0		0	
225											
226	Short Term Disability	0		0		0		[191]		[191]	
227	H CF	0		0		0		[191]		[191]	
228	H CFE	0		0		0		0		0	
229											
230	SB 04-257 Amortization Equalization Disbursement	0		0		0		[959]		[959]	
231	H CF	0		0		0		[959]		[959]	
232	H CFE	0		0		0		0		0	
233											
234											
235	SUBTOTAL III.C. ALLOCATED POTS	0		0		0		[150,398]		[150,398]	
236	CF	0		0		0		[150,398]		[150,398]	
237	CFE	0		0		0		0		0	
238											

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:30 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4		STATEWIDE DISASTER RECOVERY DIVISION - Personal Services									
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
239	H Total Personal Services without pots	0	0.0	0	0.0	0	0.0	180,772	3.0	180,376	3.0
240	H CF	0		0		0		180,772		0	
241	H CFE	0		0		0		0		0	
242											
243	III. Reconciliation Personal Services Total	0	0.0	0	0.0	0	0.0	180,772	3.0	180,376	3.0
244	CF	0		0		0		180,772		180,376	
245	CFE	0		0		0		0		0	
246											
247	IV. Reconciliation Difference = III-I	0		0		0		(0)		(17,741)	
248	H CF	0									
249	H CFE	0									

	A	B	C	D	E	F	G	H	I	J
1				DEPARTMENT OF STATE						
2	October 31, 2007 9:31 AM			SCHEDULE 3						
3				PROGRAM DETAIL						
4				STATEWIDE DISASTER RECOVERY DIVISION - Health, Life, Dental						
5										
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds
8	(1) Secretary of State									
9	Health, Life, and Dental	0		0				[17,117]		[17,117]
10	CF	0		0				[17,117]		[17,117]
11	CFE	0		0				0		0
12										
13	Reconciliation of Funds									
14										
15	Long Bill Appropriation (SB 05-209, HB 06-1385, SB 07-239, FY 07-08 Total Appropriation)	0		0				[17,117]		[17,117]
16	CF	0		0				[17,117]		[17,117]
17	CFE	0		0				0		0
18										
19	Total Appropriation	0		0				[17,117]		[17,117]
20	CF	0		0				[17,117]		[17,117]
21	CFE	0		0				0		0
22										
23	Total Spending Authority	0		0				[17,117]		[17,117]
24	CF	0		0				[17,117]		[17,117]
25	CFE	0		0				0		0
26										
27	Grand Total	0		0				[17,117]		[17,117]
28	CF	0		0				[17,117]		[17,117]
29	CFE	0		0				0		0

	A	B	C	D	E	F	G	H	I	J
1				DEPARTMENT OF STATE						
2	October 31, 2007 9:33 AM			SCHEDULE 3						
3				PROGRAM DETAIL						
4				STATEWIDE DISASTER RECOVERY DIVISION - STD						
5										
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds
8	(1) Secretary of State									
9	Short Term Disability	0		0				[191]		[191]
10	CF	0		0				[191]		[191]
11	CFE	0		0				0		0
12										
13	Reconciliation of Funds									
14										
15	Long Bill Appropriation (SB 05-209, HB 06-1385, SB 07-239, FY 07-08 Total Appropriation)	0		0				[191]		[191]
16	CF	0		0				[191]		[191]
17	CFE	0		0				0		0
18										
19	Total Appropriation	0		0				[191]		[191]
20	CF	0		0				[191]		[191]
21	CFE	0		0				0		0
22										
23	Total Spending Authority	0		0				[191]		[191]
24	CF	0		0				[191]		[191]
25	CFE	0		0				0		0
26										
27	Grand Total	0		0				[191]		[191]
28	CF	0		0				[191]		[191]
29	CFE	0		0				0		0

	A	B	C	D	E	F	G	H	I	J
1				DEPARTMENT OF STATE						
2	October 31, 2007 9:34 AM			SCHEDULE 3						
3				PROGRAM DETAIL						
4				STATEWIDE DISASTER RECOVERY DIVISION - AMT						
5										
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds
8	(1) Secretary of State's Office									
9	SB 04-257 Amortization Equalization Disbursement	0		0				[959]		[959]
10	CF	0		0				[959]		[959]
11	CFE	0		0				0		0
12										
13	Reconciliation of Funds									
14										
15	Long Bill Appropriation (SB 05-209, HB 06-1385, SB 07-239, FY 07-08 Total Appropriation)			0				[959]		[959]
16	CF			0				[959]		[959]
17	CFE			0				0		0
18										
19	Total Appropriation			0				[959]		[959]
20	CF			0				[959]		[959]
21	CFE			0				0		0
22										
23	Total Spending Authority			0				[959]		[959]
24	CF			0				[959]		[959]
25	CFE			0				0		0
26										
27	Grand Total			0				[959]		[959]
28	CF			0				[959]		[959]
29	CFE			0				0		0

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:34 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				STATEWIDE DISASTER RECOVERY DIVISION - Operating							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
8	(1) Secretary of State's Office										
9	Operating Expenses										
10	COFRS Object Codes										
11	2150 - Other Cleaning Svcs										
12	2210 - Other Mtnc and Repair										
13	2220 - Bldg Mtnc and Repair										
14	2230 - Equipment Maintenance/Repair Svcs							6,000		6,000	
15	2231 - IT Hardware Maint/Repair Svcs							25,000		25,000	
16	2232 - IT Software Maint/Upgrade Svcs							25,000		25,000	
17	2250 - Rentals										
18	2251 - Rent Motor Pool										
19	2252 - Rent Motor Pool Mileage										
20	2253 - Rent Equipment										
21	2254 - Rental of Motor Vehicles										
22	2255 - Rent Building										
23	2258 - Parking Fees										
24	2259 - Parking Reimbursement										
25	2263 - Rental of IT Equip - Other										
26	2510 - In State Travel							200		200	
27	2511 - In State Travel Common Carrier							300		300	
28	2512 - IS Travel Per Diem							400		400	
29	2513 - IS Personal Vehicle Reimbursement							100		100	
30	2515 - State/Own Vehicle										
31	2520 - N/E Travel										
32	2522 - N/E Travel Per Diem										
33	2523 - Personal Vehicle Board Members										
34	2530 - Out of State Travel							200		200	
35	2531 - Out of State Common Carrier							300		300	
36	2532 - Out of State Per Diem							200		200	
37	2533 - OS Personal Vehicle Reimbursement							100		100	
38	2550 - Out of Country Travel										
39	2551 - Out of Country Common Carrier										
40	2552 - Out of Country - Per Diem										
41	2610 - Advertising										

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:34 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				STATEWIDE DISASTER RECOVERY DIVISION - Operating							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
8	(1) Secretary of State's Office										
42	2611 - Public Relations										
43	2630 - Telephone Internal							5,000		5,000	
44	2631 - Telephone External							5,000		5,000	
45	2632 - Mnt Payments to DPA										
46	2660 - Insurance										
47	2680 - Printing & Reproduction										
48	2681 - Photocopy										
49	2690 - Legal Services										
50	2810 - Freight							3,000		3,000	
51	2820 - Other Purchased Services							5,000		5,000	
52	2830 - Office Moving										
53	2831 - Storage										
54	3110 - Other Supplies and Materials							1,000		1,000	
55	3112 - Automotive Supplies										
56	3115 - DP Supplies/Services							5,000		5,000	
57	3116 - Purchase/License Software							6,000		6,000	
58	3117 - Education Supplies										
59	3118 - Food & Food Service supplies										
60	3120 - Books/Subscriptions							500		500	
61	3121 - Office Supplies										
62	3123 - Postage										
63	3124 - Printing/Copy Supplies							1,000		1,000	
64	3126 - Repairs & Maintenance							3,700		3,700	
65	3128 - Non Capitalized Equipment										
66	3131 - Non Capitalized Building Materials										
67	3132 - Non Capitalized Office Furniture/Office Systems							1,000		1,000	
68	3140 - Non Capitalized IT - PC's							25,000		25,000	
69	3141 - Non Capitalized IT - Servers							25,000		25,000	
70	3142 - Non Capitalized IT Network							25,000		25,000	
71	3143 - Non Capitalized IT - Other							25,000		25,000	
72	3146 - Non Capitalized IT - Purchased Server SW							25,000		25,000	
73	3147 - Non Capitalized IT - Purchased Network SW							25,000		25,000	
74	3940 - Electricity							3,000		3,000	

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:34 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4		STATEWIDE DISASTER RECOVERY DIVISION - Operating									
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
8	(1) Secretary of State's Office										
75	4100 - Other Operating Expenses										
76	4140 - Dues & Memberships										
77	4150 - Interest Expense										
78	4170 - Miscellaneous Fees and Fines										
79	4180 - Official Functions										
80	4220 - Registration Fees										
81	5420 - Purchase of Services -Counties										
82	6140 - Leasehold Improv - Dir Purchase										
83	6210 - ADP Equipment										
84	6212 - IT Servers - Direct Purchase										
85	6215 - IT Network - Dir Purchase										
86	6280 - Other Equipment										
87											
88	<i>Reconciliation difference</i>										
89											
90	Operating Expenses Total					-		247,000		247,000	
91	General Fund							-		-	
92	Cash Funds					-		247,000		247,000	
93	Cash Funds Exempt					-				-	
94	Federal Funds							-		-	
95											
96	Reconciliation										
97	Long Bill Appropriation							247,000		247,000	
98	Special Bills										
99	Reversion/ (Overexpenditure)							-			
100	Total							247,000		247,000	
101	General Fund										
102	Cash Funds										
103	Cash Funds Exempt							247,000		247,000	
104	Federal Funds										
105											
106	Hardware / Software Maintenance										
107	1920 - Personal Services / Professional										

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:34 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				STATEWIDE DISASTER RECOVERY DIVISION - Operating							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
8	(1) Secretary of State's Office										
108	2230 - Equipment maintenance										
109	2231 - IT Hardware maintenance							3,000		3,000	
110	2232 - Software maintenance							5,000		5,000	
111	2263 - Rental of IT Equip - Other							8,000		8,000	
112	2631 - Comm Svcs from Outside Sources							3,000		3,000	
113	2810 - Freight										
114	2820 - Other Purchased Services										
115	3115 - Data Processing Supplies										
116	3116 - Noncap It - Purchased PC SW							3,000		3,000	
117	3140 - Noncap IT - PC's							2,000		2,000	
118	3141 - Noncap IT - Servers							9,000		9,000	
119	3143 - Non Capitalized IT - Other							12,000		12,000	
120	3146 - Non Capitalized IT - Purchased Server SW							2,000		2,000	
121	3147 - Non Capitalized IT - Purchased Network Software										
122	6213 - IT Software Direct Purchase										
123	<i>Reconciliation difference</i>										
124	Total - Hardware / Software Maintenance							47,000		47,000	
125	General Fund										
126	Cash Funds										
127	Cash Funds Exempt										
128	Federal Funds										
129											
130	Reconciliation										
131	Long Bill Appropriation							47,000		47,000	
132	Reversion/ (Overexpenditure)							0			
133	Total							47,000		47,000	
134											
135	Asset Management										
136	2230 - Maintenance Repair / Services										
137	2231 - IT Hardware Repair / Services										
138	2232 - IT Software MNTC / Upgrade Svcs										
139	2810 - Freight										
140	3128 - Noncap Equipment										

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:34 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4		STATEWIDE DISASTER RECOVERY DIVISION - Operating									
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
8	(1) Secretary of State's Office										
141	3140 - Non Cap IT PC										
142	3141 - Non Capitalized IT - Servers										
143	3143 - Non Cap IT other										
144	3146 - Non Capitalized IT- Purchased Server SW										
145	6210 - IT Capital Direct Purchase										
146	6212 - IT Servers - Direct Purchase										
147	6213 - IT Software - Direct Purchase										
148	6214 - IT Other - Direct Purchase										
149	6215 - IT Network - Direct Purchase										
150	Total										
151	General Fund										
152	Cash Funds										
153	Cash Funds Exempt										
154	Federal Funds										
155											
156	Reconciliation										
157	Long Bill Appropriation										
158	Reversion/ (Overexpenditure)										
159	Total										
160											
161	Leased Space										
162	2255 - Rent Building										
163	Total										
164	General Fund										
165	Cash Funds										
166	Cash Funds Exempt										
167	Federal Funds										
168											
169	Reconciliation										
170	Long Bill Appropriation										
171	<i>Supplemental</i>										
172	Reversion/ (Overexpenditure)										
173	Total										

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:34 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4		STATEWIDE DISASTER RECOVERY DIVISION - Operating									
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
8	(1) Secretary of State's Office										
174											
175	Decision Items/Budget Reduction Items (list using priority										
176	<i>Decision Item Priority #1 - Master List Contract</i>										
177	General Fund										
178	Cash Funds										
179	Cash Funds Exempt										
180	Federal Funds										
181											
182	Long Bill Group/Division Total										
183	Grand Total - without Pots (does not inc PS)							2,043,000		2,043,000	
184	Cash Funds							2,043,000		2,043,000	
185	Cash Funds Exempt										
186											
187	Grand Total - with Pots							2,043,000		2,043,000	
188	Cash Funds							2,043,000		2,043,000	
189	Cash Funds Exempt										
190											
191	TOTAL OPERATING EXPENSES					0		247,000		247,000	
192	CF					0		247,000		247,000	
193	CFE					0					
194											
195											
196	TOTAL Hardware/Software Maintenance					0		47,000		47,000	
197	CF					0		47,000		47,000	
198	CFE					0					
199											
200	TOTAL Asset Management					0		0		0	
201	CF					0		0		0	
202	CFE					0					
203											
204	TOTAL Leased Space					0		1,749,000		1,749,000	
205	CF					0		1,749,000		1,749,000	
206	CFE					0					

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:34 AM			SCHEDULE 3							
3				PROGRAM DETAIL							
4				STATEWIDE DISASTER RECOVERY DIVISION - Operating							
5											
6		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
7	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
8	(1) Secretary of State's Office										
207											
208	Long Bill Appropriation							2,043,000		2,043,000	
209	CF							2,043,000		2,043,000	
210	CFE										
211											
212	Workers Compensation										
213	Overexpenditure										
214	CF										
215	CFE										
216											
217	Legal Services										
218	Overexpenditure										
219	CF										
220	CFE										
221											
222	Total Spending Authority							2,043,000		2,043,000	
223	Overexpenditure							0		0	
224	CF							2,043,000		2,043,000	
225	CFE							0		0	
226											
227	Totals without Decision Items							2,043,000		2,043,000	
228	Overexpenditure							0		0	
229	CF							2,043,000		2,043,000	
230	CFE							0		0	
231											
232	Decision Items Total							0		0	
233	CF										
234	CFE										
235											
236	Grand Total							2,043,000		2,043,000	
237	Overexpenditure							0		0	
238	CF							2,043,000		2,043,000	
239	CFE*							0		0	

	A	B	C	D	E	F	G	H	I	J	K
1	Secretary of State										
2	Schedule 3 - Special Purpose										
3		Actual FY 2005-06		Actual FY 2006-07		Approp. FY 2007-08		Estimate FY 2007-08		Request FY 2008-09	
4	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
5											
6	Help America Vote Act										
7	Federal Funds	3,032,976		-							
8	Long Bill Appropriation	14,908,166	15.0	8,750,000	9.0	3,810,214	9.5	7,056,709	11.0	8,003,934	17.5
9	Reversions	(11,875,190)		10,010,700							
10	Total Reconciliation	3,032,976		18,760,700							
11	Cash Funds Exempt	2,924,037		18,628,609	9.0	3,710,214	9.5	6,956,709	11.0	6,976,940	7.5
12	General Funds									1,026,994	10.0
13	Federal Funds	108,939		132,091		100,000		100,000		-	
14											
15	Local Election Reimbursement										
16	Cash Funds	867,393		-				-			
17	Local Election Reimbursement Reconciliation										
18	Long Bill Appropriation	915,389		1,729,923		1,729,923		1,729,923		1,729,923	
19	SB 06-170 - Local Election Reimbursement							-		-	
20	Reversions	(47,996)		(48,745)							
21	Total Reconciliation	867,393		1,681,178							
22	Cash Funds	867,393		1,681,178		1,729,923		1,729,923			
23	General Funds									1,729,923	
24											
25	Electronic Filing Grants to Counties										
26	Cash Funds	1,477,613		635,742							
27	Electronic Filing Grants to Counties Reconciliation	1,477,613		635,742							
28	Long Bill Appropriation	1,500,000		1,508,000		-		-			
29	Reversions	(22,387)		(872,258)							
30	Total Reconciliation	1,477,613		635,742							
31	Cash Funds	1,477,613		635,742		-		-		-	
32											
33	Master List Contract										
34	Cash Funds	58,365		58,382							
35	Master List Reconciliation										
36	Long Bill Appropriation	80,000		80,000		-		-			
37	Reversions	(21,635)		(21,618)							
38	Total Reconciliation	58,365		58,382							

	A	B	C	D	E	F	G	H	I	J	K
1	Secretary of State										
2	Schedule 3 - Special Purpose										
3		Actual FY 2005-06		Actual FY 2006-07		Approp. FY 2007-08		Estimate FY 2007-08		Request FY 2008-09	
4	ITEM	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE	Total Funds	FTE
39	Cash Funds	58,365		58,382		-		-			
40											
41	Initiative and Referendum										
42	Cash Funds	83,417		-							
43	Initiative and Referendum Reconciliation	83,417		-							
44	Long Bill Appropriation	50,000		50,000		50,000		50,000		200,000	
45	Supplemental	-		-							
46	HB 06-1385 Supplemental	59,628		-							
47	Reversions	(26,211)		(50,000)				-			
48	Total Reconciliation	83,417		-							
49	Cash Funds	83,417		-		50,000		50,000			
50	General Funds									200,000	
51											
52	Total Long Bill Group - Special Purpose										
53	Long Bill Appropriation	17,453,555	15.0	12,117,923	9.0	5,590,137		8,836,632		9,933,857	
54	Special Bills							-		-	
55	Supplementals	-		-							
56	Decision Items										
57	Rollforward										
58	Reversions										
59	Total Special Purpose	17,453,555		12,117,923		5,590,137		8,836,632		9,933,857	
60											
61	Long Bill Group/Division Total										
62	Grand Total	5,519,763	15.0	21,136,002	9.0	5,590,137	9.5	8,836,632	11.0	9,933,857	17.5
63	Cash Funds	2,486,787		2,375,302		1,779,923		1,779,923		-	
64	Cash Funds Exempt	2,924,037	0.0	18,628,609	9.0	3,810,214	9.5	6,956,709	11.0	6,976,940	7.5
65	General Funds		0.0		0.0		0.0		0.0	2,956,917	10.0
66	Federal Funds	108,939		132,091		-		100,000		-	
67											

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:57 AM			SCHEDULE 3							
3				HAVA PROGRAM DETAIL							
4											
5		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
6	ITEM	Total Funds	FTE	Total Funds	FTE	(See Note)	FTE	Total Funds	FTE	Total Funds	FTE
7	Personal Services - HAVA										
8	I. POSITION DETAIL										
9	Administrative Assistant II	11,023	0.33	30,297	0.95			26,082	0.75	34,740	1.00
10	Arts Professional I	4,893	0.13	20,300	0.50			21,000	0.50	21,000	0.50
11	Budget and Policy Analyst II	11,572	0.17								
12	Budget and Policy Analyst III			14,879	0.19			42,127	0.50	42,127	0.50
13	Customer Support Coordinator I	78,013	1.92								
14	General Professional I	22,453	0.67								
15	General Professional II			21,985	0.50			15,515	0.33		
16	General Professional III	41,036	0.79	143,666	2.42			285,970	4.92	432,672	7.50
17	General Professional IV	180,037	2.63	111,428	2.40			133,418	2.00	133,418	2.00
18	General Professional V	67,613	0.92	62,936	0.67			90,768	1.00	90,768	1.00
19	General Professional VI	65,146	0.67	28,329	0.38						
20	IT Professional IV	74,147	1.00	76,152	1.00			79,564	1.00	79,564	1.00
21	Technician I									120,000	4.00
22	TOTAL - HAVA	555,933	9.23	509,972	9.00			694,444	11.00	954,289	17.50
23											
24	(I.A.) CONTINUATION FTE SALARY COSTS										
25	(Permanent FTE by position)										
26	Continuation Salary Subtotal	555,933	9.23	509,972	9.00			694,444	11.00	954,289	17.50
27											
28	OTHER PERSONAL SERVICES										
29	PERA on Continuation Subtotal	54,946		52,930				70,486		96,860	
30	Medicare on Continuation Subtotal	7,888		7,726				10,069		13,837	
31	State Temporary Services	0		34,514				0		0	
32	Other Temporary Services	2,338		27,858				422,968		18,200	
33	Contractual Services	664,329		3,522,151				3,633,555		5,842,861	
34	Incentives	0		0				0		0	
35	Non Base Building Performance-based Pay Awards	0		0				0		0	
36	Other Personal Services	0		0							
37	Miscellaneous	0		0				0		0	

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:57 AM			SCHEDULE 3							
3				HAVA PROGRAM DETAIL							
4											
5		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
6	ITEM	Total Funds	FTE	Total Funds	FTE	(See Note)	FTE	Total Funds	FTE	Total Funds	FTE
38	I.B. OTHER PERSONAL SERVICES										
39	SUBTOTAL	729,501	0.00	3,645,179				4,137,078		5,971,758	
40	(I.C.) PERSONAL SERVICES										
41	SUBTOTAL = A+B	1,285,434	9.23	4,155,151	9.00			4,137,078	11.00	6,926,047	17.50
42	CFE	1,285,434	9.23	4,155,151	9.00			4,137,078	11.00	6,926,047	17.50
43	(I.D.) POTS EXPENDITURES										
44	Shift Differential	0		0				0		0	
45	H CFE	0		0				0		0	
46											
47	Health/Life/Dental	27,049		35,378				51,830		72,770	
48	H CFE	27,049		35,378				51,830		72,770	
49											
50	Short Term Disability	786		547				915		1,154	
51	H CFE	786		547				915		1,154	
52											
53	SB 04-257 Amortization Equalization Disbursement	1,183		4,113				11,834		11,451	
54	H CFE	1,183		4,113				11,834		11,451	
55											
56	Supplemental Amortization Equalization Disbursement (info only non-add, included in Salary Survey)	0		0				5,547		5,575	
57	H CFE			0				5,547		5,575	
58											
59	Salary Survey / Senior Executive Services (info only - non-add)	0		0				25,526		25,596	
60	H CFE	0		0				25,526		25,596	
61											
62	Performance-based Pay Awards - (info only non-add)	0		0				11,795		9,780	
63	H CFE	0		0				11,795		9,780	

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:57 AM			SCHEDULE 3							
3				HAVA PROGRAM DETAIL							
4											
5		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
6	ITEM	Total Funds	FTE	Total Funds	FTE	(See Note)	FTE	Total Funds	FTE	Total Funds	FTE
64											
65	H Total of ALL POTS	27,835		40,038	0.00			101,900	0.00	85,376	
66	H CFE	27,835		40,038				101,900		85,376	
67											
68	(I.E.) BASE PERSONAL SERVICES TOTAL = C+D	1,314,452	9.23	4,195,189	9.00			4,201,657	11.00	7,011,423	17.50
69	CFE	1,314,452	9.23	4,195,189	9.00			4,201,657	11.00	7,011,423	17.50
70											
71	(I.F.) DIFFERENCE = III - I.E.	1,911,243	5.77	(260,336)	2.00			(1,394,531)	-1.50	(14,023)	0
72	H CFE	1,911,243	5.77	(260,336)	2.00			(1,394,531)	-1.50	(774,097)	(10)
73											
74	(I.G.) REQUEST YEAR DECISION ITEMS	n/a		n/a				n/a			
75											
76	(I.) PERSONAL SERVICES DETAIL (POSITION DETAIL) TOTAL (E+F+G)	3,225,695	9.23	3,934,853	9.00			2,807,126	11.00	7,011,423	17.50
77	CFE	3,225,695	9.23	3,934,853	9.00			2,807,126	11.00	7,011,423	17.50
78											
79	Personal Services without POTS	1,285,434	9.23	4,155,151	9.00			4,099,757	11.00	6,890,671	17.50
80	CFE	1,285,434	9.23	4,155,151	9.00			4,099,757	11.00	6,890,671	17.50
81											
82	II. PERSONAL SERVICES REQUEST (AGGREGATE ADJUSTMENTS TO THE BASE APPROPRIATION)										
83	Previous Year Long Bill Appropriation	14,908,166	15.00	8,750,000	11.00						
84	CFE	14,908,166	15.00	8,750,000	11.00						
85											
86	(II.A.) SPECIAL BILLS										
87	CFE	0		0				0			
88											
89	(II.B.) SALARY SURVEY / SENIOR EXECUTIVE SERVICE	0		0				0			

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:57 AM			SCHEDULE 3							
3				HAVA PROGRAM DETAIL							
4											
5		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
6	ITEM	Total Funds	FTE	Total Funds	FTE	(See Note)	FTE	Total Funds	FTE	Total Funds	FTE
90	Classified Positions	0		0				0			
91	CFE	0		0				0			
92											
93	(II.C.) PERFORMANCE-BASED PAY AWARDS	0		0				0			
94	CFE	0		0				0			
95											
96	Subtotal II from above	14,908,166	0.00	8,750,000	11.00			0	0.00	7,011,423	17.50
97	CFE	14,908,166	0.00	8,750,000	11.00			0	0.00	7,011,423	17.50
98											
99	(II.F.) OSPB BASE ADJUSTMENT (0.2%)	0	0.00	0	0.00			0	0.00	(14,023)	0.00
100	CFE	0		0				0		(14,023)	0.00
101											
102	(II.F.) OTHER ADJUSTMENTS	0	0.00	0	0.00			0	0.00	0	0.00
103	CFE	0		0				0		0	
104											
105	(II.G.) TOTAL BASE REQUEST	14,908,166	15.00	8,750,000	11.00			0	0.00	6,997,400	17.50
106	CFE	14,908,166	15.00	8,750,000	11.00			0	0.00	6,997,400	17.50
107											
108	(II.H.) DECISION ITEMS	0	0.00	0	0.00			0	0.00	0	0.00
109	Decision Item #4 Voting Equipment Certification										
110	GF									760,074	10.00
111	CFE									(760,074)	-10.00
112	II. PERSONAL SERVICES REQUEST TOTAL	14,908,166	15.00	8,750,000	11.00			0	0.00	6,997,400	17.50
113	GF									760,074	10.00
114	CFE	14,908,166	15.00	8,750,000	11.00			0	0.00	6,237,326	7.50
117											
118	III. PERSONAL SERVICES RECONCILIATION										

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:57 AM			SCHEDULE 3							
3				HAVA PROGRAM DETAIL							
4											
5		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
6	ITEM	Total Funds	FTE	Total Funds	FTE	(See Note)	FTE	Total Funds	FTE	Total Funds	FTE
119											
120	(III.A.) SPENDING AUTHORITY AUTHORIZATION										
121	Long Bill Appropriation (SB 05-209, HB 06-1385, SB 07-239, FY 07-08 Total Appropriation)	3,225,695	15.00	3,934,853	11.00			2,807,126	9.50		
122	CFE	3,225,695	15.00	3,934,853	11.00			2,807,126	9.50		
123											
124	Total Appropriation	3,225,695	15.00	3,934,853	11.00			2,807,126	9.50		
125	CFE	3,225,695	15.00	3,934,853	11.00			2,807,126	9.50		
126											
127	SUBTOTAL III.A. SPENDING AUTHORITY AUTHORIZATION	3,225,695	15.00	3,934,853	11.00			2,807,126	9.50		
128	CFE	3,225,695	15.00	3,934,853	11.00			2,807,126	9.50		
129											
130	H Subtotal Excluding POTS	3,225,695	15.00	3,934,853	11.00			2,807,126	9.50		
131	H CFE	3,225,695	15.00	3,934,853	11.00			2,807,126	9.50		
132											
133	H Difference excluding POTS	1,940,261	5.77	(220,298)	2.00			(1,292,631)	-1.50		
134	H CFE	1,940,261	5.77	(220,298)	2.00			(1,292,631)	-1.50		
135											
136	III.B. Overexpenditures-Approved - (Reversions) [Hardcoded]	0		0				0			
137	H Reversion W/O POTS	(1,940,261)	-5.77	220,298	-2.00			1,292,631	1.50		
138	H CFE	(1,940,261)	-5.77	220,298	-2.00			1,292,631	1.50		
139											
140	(III.C.) ALLOCATED POTS										
141	Salary Survey / Senior Executive Services (SES)	0		0				25,526		25,596	
142	H CFE	0		0				25,526		25,596	
143											
144	Performance Based Pay Awards	0		0				11,795		9,780	

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:57 AM			SCHEDULE 3							
3				HAVA PROGRAM DETAIL							
4											
5		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
6	ITEM	Total Funds	FTE	Total Funds	FTE	(See Note)	FTE	Total Funds	FTE	Total Funds	FTE
145	H CFE	0		0				11,795		9,780	
146											
147	Shift Differential	0		0				0		0	
148											
149	Health/Life/Dental	27,049		35,378				51,830		72,770	
150	H CFE	27,049		35,378				51,830		72,770	
151											
152	Short Term Disability	786		547				915		1,154	
153	H CFE	786		547				915		1,154	
154											
155	SB 04-257 Amortization Equalization Disbursement	1,183		4,113				11,834		11,451	
156	H CFE	1,183		4,113				11,834		11,451	
157											
158	Supplemental Amortization Equalization Disbursement (info only non-add, included in Salary Survey)	0		0				5,547		5,575	
159	H CFE	0		0				5,547		5,575	
160											
161	POTS	29,018	0.00	40,038	0.00			64,579	0.00		
162	CFE	29,018	0.00	40,038	0.00			64,579	0.00		
163											
164	H Total Personal Services without pots	3,225,695	15.00	3,934,853	11.00			2,807,126	9.50		
165	H CFE	3,225,695	15.00	3,934,853	11.00			2,807,126	9.50		
166											
167	III. Reconciliation Personal Services Total	3,225,695	15.00	3,934,853	11.00			2,807,126	9.50	6,997,400	17.50
168	GF									760,074	10.00
169	CFE	3,225,695	15.00	3,934,853	11.00			2,807,126	9.50	6,237,326	7.50
170											
171	IV. Reconciliation Difference = III-I	0	5.77	0.00	2.00			0	-1.50		
172	H CFE	0	5.77	0.00	2.00			0	-1.50		
173											

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:57 AM			SCHEDULE 3							
3				HAVA PROGRAM DETAIL							
4											
5		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
6	ITEM	Total Funds	FTE	Total Funds	FTE	(See Note)	FTE	Total Funds	FTE	Total Funds	FTE
174	Note: HAVA funds are appropriated continuously; appropriations are for informational purpose only and are not separated by Personal Services and Operating.										
175											

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:58 AM			SCHEDULE 3							
3				HAVA PROGRAM DETAIL							
4											
5		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
6	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
7	(1) Secretary of State's Office - HAVA										
8	Operating Expenses										
9	COFRS Object Codes										
10	2232 - Software Maintanance	14,900		18,002				18,000		18,000	
11	2250 - Rentals	42						0		0	
12	2251 - Rent Motor Pool			839				0		0	
13	2253 - Rent Equipment			243				250		250	
14	2254 - Rental of Motor Vehicles							800		0	
15	2255 - Rent Building	49,676						66,924		66,924	
16	2259 - Parking Reimbursement	63						0		0	
17	2263 - Rental of IT Equip - Other			54,915				1,000		1,000	
18	2510 - In State Travel	4,389		4,329				4,800		2,400	
19	2512 - IS Travel Per Diem	2,495		572				3,390		1,600	
20	2513 - IS Personal Vehicle Reimbursement	2,038		2,611				9,000		4,500	
21	2515 - State/Own Vehicle	2,212		350				4,980		2,500	
22	2520 - N/E Travel	458		20,876				6,900		3,400	
23	2521 - N/E - Common Carrier			1,842				1,000		1,000	
24	2522 - N/E Travel Per Diem	77		3,698				6,330		3,000	
25	2523 - Personal Vehicle Non-employees	293		5,900				6,550		3,000	
26	2530 - Out of State Travel	4,561		2,315				1,200		1,200	
27	2531 - Out of State Common Carrier	5,147		349				300		300	
28	2532 - Out of State Per Diem	848		153				300		300	
29	2533 - OS Personal Vehicle Reimbursement	85		271				100		100	
30	2540 - OS Travel/ Non-Empl	2,895		800				400		0	
31	2541 - OS /Non-Empl - Common Carrier	1,337		1,046				300		0	
32	2542 - OS/ Non-Empl - Pers Per Diem	314						200		0	
33	25403- OS/ Non-Empl - Pers Veh Reimb	20						0		0	
34	2610 - Advertising							0		2,000	
35	2611 - Public Relations	29,500						0		0	
36	2631 - Telephone External	687		684				1,894		5,590	
37	2632 - Mnt Payments to DPA							140,000		280,000	
38	2660 - Insurance			1,624				1,624		1,624	

(1) Secretary of State's Office - HAVA Program
Operating Expenses

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:58 AM			SCHEDULE 3							
3				HAVA PROGRAM DETAIL							
4											
5		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
6	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
39	2680 - Printing & Reproduction	6,148		793				25,000		25,000	
40	2690 - Legal Services	4,131						500		2,500	
41	2810 - Freight	350		845				200		200	
42	2820 - Other Purchased Services	485						100		500	
43	2830 - Office Moving							500		0	
44	3110 - Other Supplies and Materials			552				124,243		139,914	
45	3115 - DP Supplies/Services	275		245				500		500	
46	3116 - Purchase/License Software			301,467				0		0	
47	3118 - Food & Food Service supplies			213				600		200	
48	3120 - Books/Subscriptions	353		364				400		400	
49	3121 - Office Supplies	1,914		563				2,000		7,000	
50	3123 - Postage	1,584		871				6,000		6,000	
51	3128 - Non Capitalized Equipment	1,418		784				2,700		20,910	
52	3132 - Non Cap Office Furn/Office Systems							9,800		0	
53	3140 - Non Capitalized IT - PC's			66,813				100,000		10,000	
54	3143 - Non Capitalized IT - Other			117,758				170,000		10,000	
55	3146 - Non Capitalized IT - Pur Server SW			91,305				0		2,940	
56	4140 - Dues & Memberships	315						15		15	
57	4180 - Official Functions	789		5,349				10,000		3,000	
58	4181 - Training Workshops (HAVA)	13,493		6,117				7,000		7,500	
59	4220 - Registration Fees	1,867		263				300		300	
60	5120 - Grants/Dist. - Counties	1,449,002		12,243,989				1,896,952		148,000	
61	5520 - Dis. Counties-Voting Equip Repl	77,873						0		0	
62	5781 - Grants to Non-Profit Orgs	9,732						2,000		2,000	
63	6212 - IT Servers Direct Purchase			798,208							
64	6214 - IT Other - Direct Purchase			58,736							
65	6216 - IT Server SW Direct Purchase			515,571							
66											
67	TOTAL OPERATING EXPENSES	1,691,766		14,332,226				2,635,052		785,567	
68	CFE	1,691,766		14,332,226				2,535,052		785,567	
69	FF	0		0				100,000		0	
70											

(1) Secretary of State's Office - HAVA Program
Operating Expenses

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:58 AM			SCHEDULE 3							
3				HAVA PROGRAM DETAIL							
4											
5		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
6	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
71	OTHER										
72	Statewide Indirect Cost Assessment	736		162,304				140,000		140,000	
73	Agency Indirect Cost Recoveries	24,650		70,981				78,567		80,967	
74	TOTAL OTHER	25,386		233,285				218,567		220,967	
75	CFE	25,386		233,285				218,567		220,967	
76											
77											
78	Long Bill Appropriation (Hardcode Input)	14,908,166		8,750,000		0		3,810,214		0	
79	CFE	14,908,166		8,750,000		0		3,710,214		0	
80	FF	0		0		0		100,000		0	
81											
82	Total Appropriation	14,908,166		8,750,000		0		3,810,214		0	
83	CFE	14,908,166		8,750,000		0		3,710,214		0	
84	FF	0		0		0		100,000		0	
85											
86	Total Spending Authority	14,908,166	0	8,750,000	0	0	0	3,810,214	0	0	
87	CFE	14,908,166	0	8,750,000	0	0	0	3,710,214	0	0	
88	FF	0	0	0	0	0	0	100,000	0	0	
89											
90	Overexpenditures-Approved - (Reversions)	(13,191,014)	0	5,815,511	0	0	0	(956,595)	0	1,006,534	
91	CFE	(13,191,014)		5,815,511		0		(956,595)		1,006,534	
92	FF	0		0		0		0		0	
93											
94	Decision Item #4 Voting Equipment Certification										
95	GF									266,920	
96	CFE									(266,920)	
97											
98	Totals without Decision Items	1,717,152	0	14,565,511	0	0	0	2,853,619	0	1,006,534	
99	CFE	1,717,152	0	14,565,511	0	0	0	2,753,619	0	1,006,534	
100	FF	0	0	0	0	0	0	100,000	0	0	
101											
102	Decision Items Total	0		0		0		0		0	

(1) Secretary of State's Office - HAVA Program
Operating Expenses

	A	B	C	D	E	F	G	H	I	J	K
1				DEPARTMENT OF STATE							
2	October 31, 2007 9:58 AM			SCHEDULE 3							
3				HAVA PROGRAM DETAIL							
4											
5		ACTUAL FY 05-06		ACTUAL FY 06-07		APPROP FY 07-08		ESTIMATE FY 07-08		REQUEST FY 08-09	
6	ITEM	Total Funds		Total Funds		Total Funds		Total Funds		Total Funds	
103											
104	Grand Total	1,717,152	0	14,565,511	0	0 0		2,853,619	0	1,006,534	
105	CFE	1,717,152	0	14,565,511	0	0 0		2,753,619	0	1,006,534	
106	FF	0	0	0	0	0 0		100,000	0	0	