

Secretary of State: Honorable Betsey Bayless

JLBC Analyst: Jake Corey

	FY 2001 Actual	FY 2002 Estimate	FY 2003 Approved
PROGRAM BUDGET			
Administration	745,900	700,300	716,600
Business Services	489,500	702,900	728,500
Public Services	713,100	765,400	784,200
Election Services	3,422,600	868,400	3,717,400
Lump Sum Reduction	0	0	(94,900) ^{1/}
TOTAL APPROPRIATIONS	5,371,100	3,037,000	5,851,800
OPERATING BUDGET			
Full Time Equivalent Positions	39.0	43.0	42.3
Personal Services	1,364,800	1,507,400	1,565,200
Employee Related Expenditures	274,800	334,900	357,400
Professional and Outside Services	2,665,700	186,700	186,700
Travel - In State	14,900	26,400	26,400
Travel - Out of State	18,100	11,300	11,300
Other Operating Expenditures	951,900	965,900	3,799,700
Equipment	80,900	4,400	0
Lump Sum Reduction	0	0	(94,900) ^{1/}
TOTAL APPROPRIATIONS	5,371,100	3,037,000	5,851,800 ^{1/}
FUND SOURCES			
General Fund	5,371,100	3,037,000	5,851,800
TOTAL APPROPRIATIONS	5,371,100	3,037,000	5,851,800

AGENCY DESCRIPTION — *The Secretary of State is an elected Constitutional Officer. The Department of State is responsible for recordings and filings under the Uniform Commercial Code (U.C.C.); coordinating statewide elections; receiving required filings from legislators, state officials, judges, candidates for office, campaign committees, and lobbyists; training county elections officials; receiving filings of administrative rules, intergovernmental agency agreements, and official executive orders/proclamations; registering trade names, trademarks and limited partnerships; appointing notaries public; and certifying certain telemarketing and charitable solicitation organizations.*

PERFORMANCE MEASURES	FY 1999	FY 2000	FY 2001	FY 2002-03
	Est./Actual	Est./Actual	Est./Actual	Estimate
• % of documents returned to public filer in 48 hours (Business Services Division)	100/85	100/87	90/95	95
• % of all business documents filed electronically (Business Services Division)	0/0	10/7	20/33	40
• % of election law complaints reviewed and acted upon within 7 days	75/75	100/90	100/100	100
• % of candidates utilizing diskette filing of campaign finance reports	80/80	100/87	100/100	100
• % of agencies filing rules electronically	0/80	20/87	90/100	95
• Administration as a % of total cost	NA	0/NA	0/NA	0
• Customer satisfaction rating for county election officials (Scale 1-8)	NA	NA	NA	6.0

^{1/} General Appropriation Act funds (Laws 2002, Chapter 327) are appropriated as a Lump Sum for the Elections Services Program and a Lump Sum for All Other Expenditures. The lump sum reduction was taken from the All Other Expenditures appropriation.

Unfunded FTE Positions - The approved amount includes a General Fund decrease of (0.7) FTE Position below FY2002 due to the statewide elimination of unfunded FTE Positions. For details on the methodology used to calculate the reduction, please see the *General Provisions* section at the front of the *Appropriations Report*.

Administration Program — This program provides general administrative and technical support to the agency's other 3 programs.

Business Services Program — Through this program, the agency registers trademarks, trade names, limited partnerships, and other business entities and functions. The program also registers charities, charity fundraising, and telemarketers.

Public Services Program — The Public Services Program files and publishes rules of the state agencies in the Arizona Administrative Code and Arizona Administrative Register. It also publishes numerous other public documents including the State Constitution and the Arizona Blue Book.

Election Services Program — This program has several functions related to the conduction of elections in the state. The program coordinates responsibilities for voter registration, certifies candidates for state office, tests and certifies voting devices for use by counties, and certifies the results of statewide elections. The program also publishes the publicity pamphlet on state ballot propositions, and conducts Town Hall meetings on the propositions. Finally, the program registers lobbyists and accepts their filings.

The approved amount includes a General Fund increase of \$2,833,800 to finance the 2002 Primary and General Election.

[Click here to return to the Table of Contents](#)