

### **Role and Overview**

The Secretary of State (SOS), as Ohio's chief election officer, oversees the elections process (the primary responsibility of the office), safeguards corporate identities, maintains public records for the state, ensures fair and accurate elections, and educates voters.

The Secretary of State is a constitutional officer elected to a maximum of two four-year terms. The office has 12 divisions, approximately 200 employees, and an annual budget of approximately \$22 million.

The Secretary of State prepares rules and instructions for conducting elections, prescribes forms for voter registration, petitions and ballots, approves ballot language, investigates elections irregularities, and appoints county elections board members. Along with these services the office implements many voter registration and education programs.

The SOS also maintains records of executive orders issued by the Governor, all agency administrative rules and regulations, municipal charters and all laws and resolutions passed by the General Assembly. The office also publishes certain documents such as election statistics, the official roster of federal, state and county officers and the official roster of township and municipal officers among other documents.

The SOS files all nonresident alien land registrations, collects and distributes census information, maintains various other indexes and records, issues ministers' licenses, notary public commissions and special police commissions, reviews and reports candidate campaign finance reports, reports elections statistics and voter registrations, and grants apostilles as authentication of Ohio documents sent overseas.

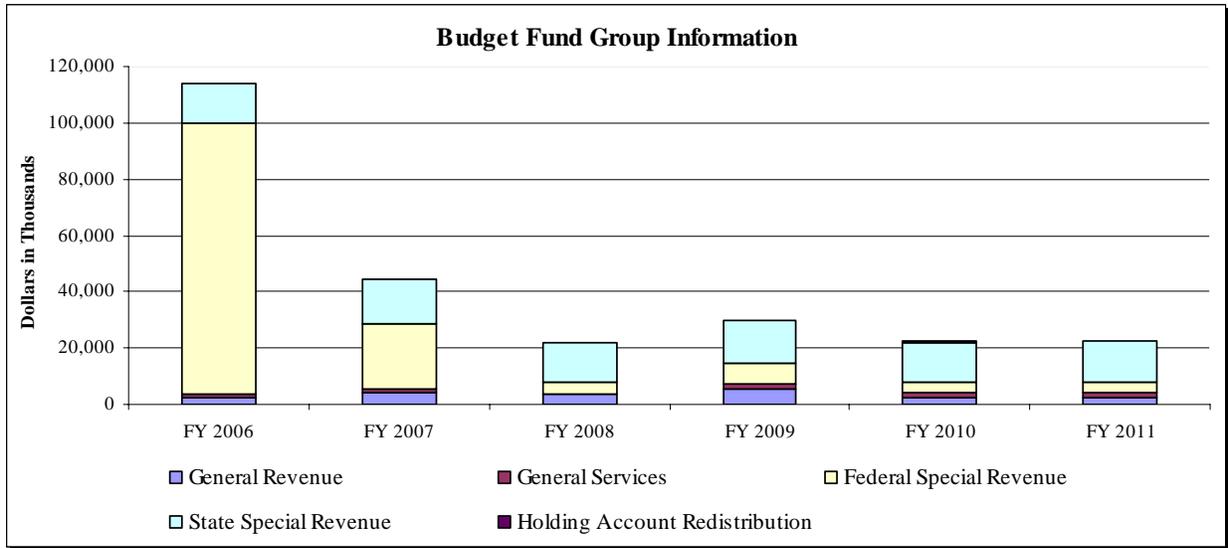
In addition, the SOS incorporates Ohio businesses and nonprofit organizations, registers business names, registers company trademarks and service marks, files secured commercial transactions, grants business licenses to foreign corporations doing business in Ohio, provides certificates of good standing, and receives limited liability and limited liability partnership filings.

More information regarding the Secretary of State is available at <http://www.sos.state.oh.us/>.

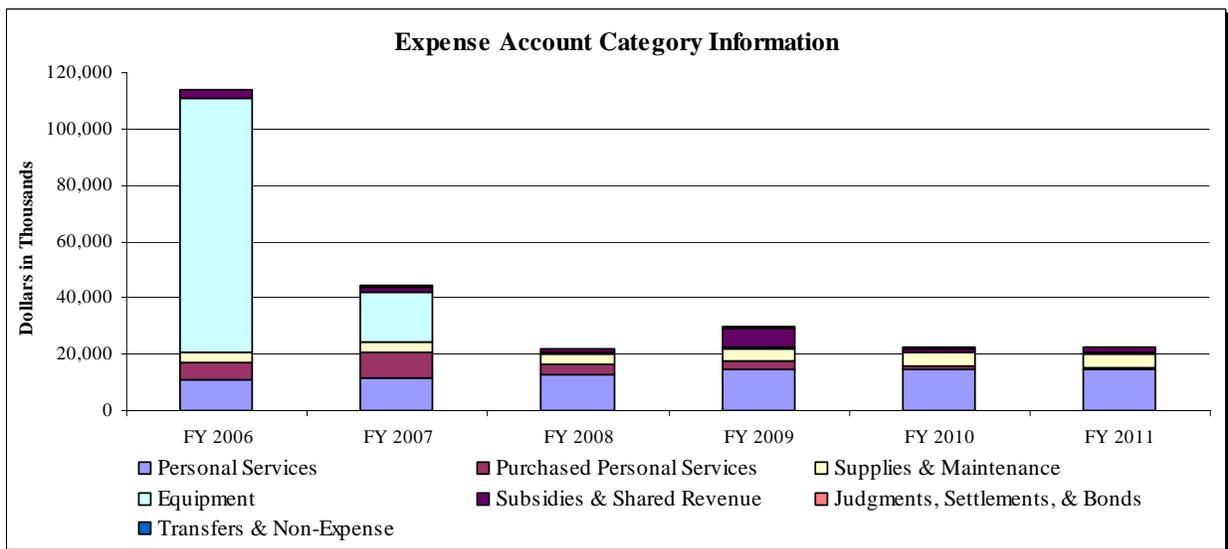
### **Agency Priorities**

- Restore and ensure trust in Ohio elections.
- Ensure business filings are quick, efficient, and easy to retrieve.
- Protect social security numbers from public access.
- Implement "Better Lives, Better Ohio," a quality of life index.

**Summary of Budget History and Recommendations**



(In Thousands) BUDGET FUND GROUP	ACTUAL			EST.	%	RECOMMENDED			
	FY 2006	FY 2007	FY 2008	FY 2009	FY 08-09	FY 2010	%	FY 2011	%
General Revenue	2,714	4,295	3,410	5,282	54.9	2,541	-51.9	2,541	0.0
General Services	1,011	914	513	2,173	323.5	1,603	-26.2	1,578	-1.6
Federal Special Revenue	96,447	23,197	4,086	7,288	78.4	3,800	-47.9	3,800	0.0
State Special Revenue	13,829	16,181	13,849	14,848	7.2	14,266	-3.9	14,425	1.1
Holding Account Redistribution	49	52	188	115	-38.7	115	0.0	115	0.0
<b>TOTAL</b>	<b>114,049</b>	<b>44,639</b>	<b>22,046</b>	<b>29,707</b>	<b>34.8</b>	<b>22,325</b>	<b>-24.9</b>	<b>22,459</b>	<b>0.6</b>



(In Thousands) EXPENSE ACCOUNT CATEGORY	ACTUAL			EST.	% CHANGE	RECOMMENDED			
	FY 2006	FY 2007	FY 2008	FY 2009	FY 08-09	FY 2010	% CHANGE	FY 2011	% CHANGE
Personal Services	10,894	11,497	12,784	14,920	16.7	14,403	-3.5	14,577	1.2
Purchased Personal Services	6,218	9,064	3,521	2,604	-26.0	1,165	-55.3	955	-18.0
Supplies & Maintenance	3,414	3,553	3,611	4,464	23.6	4,952	10.9	4,721	-4.7
Equipment	90,121	17,797	802	826	3.0	340	-58.8	740	117.6
Subsidies & Shared Revenue	3,324	2,195	1,140	6,452	465.8	1,350	-79.1	1,350	0.0
Judgments, Settlements, & Bonds	78	533	0	326	100.0	0	-100.0	0	0.0
Transfers & Non-Expense	0	0	188	115	-38.9	115	0.0	115	0.0
<b>TOTAL</b>	<b>114,049</b>	<b>44,639</b>	<b>22,046</b>	<b>29,707</b>	<b>34.8</b>	<b>22,325</b>	<b>-24.9</b>	<b>22,459</b>	<b>0.6</b>

**PROGRAM SERIES 01: Elections**

As Ohio's chief election officer, the Secretary of State oversees the elections process and appoints the members of boards of elections in each of Ohio's 88 counties. The Secretary of State supervises the administration of election laws; approves ballot language; reviews statewide initiative and referendum petitions; chairs the Ohio Ballot Board, which approves ballot language for statewide issues; canvasses votes for all elective state offices and statewide issues; investigates election fraud and irregularities; trains election officials; and reimburses counties for poll worker training costs. The Elections program compiles and maintains election statistics, political party records, and other election-related records. Statewide candidates' campaign finance reports are filed with the office, together with the reports for state political action committees (PACs), state political parties, and legislative caucus campaign committees.

**Program 01.01: Elections Program Management**

This program manages public requests for information and provides support for election databases and reporting systems, the processing of campaign finance reports, and support and maintenance for the election night reporting system.

**The Executive Recommendation will fund the following objectives:**

- Support 10 administrative staff members who are responsible for coordinating elections-related activities; and
- Provide for information technology upgrades.
- Supports the maintenance of a master file of all registered voters in Ohio and the provision of electronically compiled election results as required by state law.
- Supports minor legal expenses incurred by the Secretary of State for court-reporting and other fees associated cases that involve disputes over election and campaign finance laws and hearings regarding Ballot Board language.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2010	FY 2011
GRF	GRF	050321	Operating Expenses	2,290,508	2,290,508
GSF	5FG0	050620	BOE Reimbursement & Education	100,000	100,000
GSF	5FH0	050621	Statewide Ballot Advertising	300,000	300,000
GSF	5FJ0	050622	County Voting Machine Relief	500,000	500,000
<b>TOTAL FOR PROGRAM</b>				<b>3,190,508</b>	<b>3,190,508</b>

**Program 01.02: Pollworker Training**

This program provides for the mandated reimbursement to county boards of election for the costs of pollworker training in accordance with Ohio Revised Code Section 3501.27(B). Each new election officer is required to receive

training prior to participation in their first election and continued training every three years. Each presiding judge must receive reinstruction before the primary election in even-numbered years.

**The Executive Recommendation will fund the following objectives:**

- Partially supports continued training of pollworkers at each of the state's county boards of election as well as the initial training for new pollworkers.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2010	FY 2011
GRF	GRF	050407	Pollworkers Training	250,197	250,197
<b>TOTAL FOR PROGRAM</b>				<b>250,197</b>	<b>250,197</b>

**Program 01.03: Board of Voting Machine Examiners**

This program is responsible for the certification of voting machines and supports the costs of the State Board of Voting Machine Examiners to certify voting machines. Vendors who wish to have their voting machine equipment certified pay fees to the Secretary of State. Pursuant to Ohio Revised Code Section 3506.05 (C), the revenue is used to compensate the board members for their service.

**The Executive Recommendation will fund the following objectives:**

- Support the examination and certification of voting machines.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2010	FY 2011
GSF	4S80	050610	Board of Voting Machine Examiners	7,200	7,200
<b>TOTAL FOR PROGRAM</b>				<b>7,200</b>	<b>7,200</b>

**Program 01.04: Election Reform**

This program supports the purchase of new voting equipment, upgrades to the voter registration system, voter education, improving the administration of elections for federal office, and compliance in assuring access for individuals with disabilities as required by state and federal law. This program is fully supported by federal funds provided to ensure compliance with the Help America Vote Act (HAVA) of 2002. A required state match of \$5.8 million was provided through a capital appropriation in Am. Sub. H.B. 675 of the 124<sup>th</sup> General Assembly.

**The Executive Recommendation will fund the following objectives:**

- Support upgrades to the voter registration system, voter education, improving the administration of elections for federal office, and compliance in assuring accessibility for individuals with disabilities in accordance with state and federal law.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2010	FY 2011
FED	3AH0	050614	Election Reform/HHS	800,000	800,000
FED	3AS0	050616	2005 HAVA Voting Machines	3,000,000	3,000,000
<b>TOTAL FOR PROGRAM</b>				<b>3,800,000</b>	<b>3,800,000</b>

**Program 01.05: Citizen Education**

This program provides for the preparation, printing, and distribution of voter registration and educational materials. The non-GRF program is fully funded through contributions from private groups and individuals and grants received for the purpose of voter education.

**The Executive Recommendation will fund the following objectives:**

- Provide support for the preparation, printing, and distribution of voter registration and educational materials.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2010	FY 2011
GSF	4140	050602	Citizen Education Fund	55,712	55,712
<b>TOTAL FOR PROGRAM</b>				<b>55,712</b>	<b>55,712</b>

**PROGRAM SERIES 02: Business Services**

This program receives and approves articles of incorporation for Ohio corporations and grants licenses to out-of-state corporations seeking to do business in Ohio. Limited partnerships, partnerships having limited liability, and limited liability companies also file with the Secretary of State's office.

The Corporations section of the Business Services Division also approves amendments to existing entities, mergers, consolidations, and dissolutions; and registers trademarks/service marks, trade names, and fictitious names. The program approves and keeps a registry of business names; names and addresses of statutory agents; incorporators' names, the corporation's charter number, and the date of incorporation; and the number of shares authorized. The Corporations section also issues certified copies as well as a variety of certificates pertaining to the business entities on file. Numerous operations are conducted through the Client Service Center, the Customer Service Call Center, the Cleveland Regional Office and the SOS website.

This program also supports general operations and functions of the Secretary of State's office.

**Program 02.01: Business Services Program Management**

This program provides services to businesses wishing to incorporate in the State of Ohio. Additionally, the SOS assists in the confirmation of status of other corporations and other necessary information to prepare lawsuits, merger agreements, and other documents for corporate and business use. The SOS also responds to financial institutions and legal entities requesting the status of security interests in collateral on file with their office (often for the processing of business loans).

**The Executive Recommendation will fund the following objectives:**

- Provide for the filing and maintenance of records related to Ohio corporations, foreign corporations, and other business entities; and
- Support approximately 170 employees in the operation of the Secretary of State's Office including paralegal and legal, filing, and clerical staff responsible for assisting businesses that desire to file articles of incorporation, entities that seek to evaluate and confirm the status of business organizations, and the maintenance of records related to commercial transactions and the protection of security interests in collateral.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2010	FY 2011
SSR	5990	050603	Business Services Operating Expenses	14,086,100	14,245,400
<b>TOTAL FOR PROGRAM</b>				<b>14,086,100</b>	<b>14,245,400</b>

**Program 02.02: Uniform Commercial Code Refund**

This program provides refunds of filing fee overpayments or for those Uniform Commercial Code filings that ultimately are not accepted by the SOS in cases of incomplete or duplicate applications. No operating expenses are associated with this program.

**The Executive Recommendation will fund the following objectives:**

- Provide for the refund of Uniform Commercial Code filing fees as necessary.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2010	FY 2011
090	R001	050605	Uniform Commercial Code Refunds	30,000	30,000
<b>TOTAL FOR PROGRAM</b>				<b>30,000</b>	<b>30,000</b>

**Program 02.03: Corporations Filing Fee Refund**

This program provides for the refund of filing fee overpayments or for those corporation filings that ultimately are not accepted by the SOS in cases of incomplete or duplicate applications. No operating expenses are associated with this program.

**The Executive Recommendation will fund the following objectives:**

- Provide for the refund of Corporation filing fees as necessary.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2010	FY 2011
090	R002	050606	Corporate/Business Filing Refund	85,000	85,000
<b>TOTAL FOR PROGRAM</b>				<b>85,000</b>	<b>85,000</b>

**Program 02.04: Technology Improvements**

This program supports the computer operations for all SOS program areas. The primary focus of this program is the assurance of proper data storage and retrieval capabilities for records that SOS is statutorily required to maintain by law and for public access.

**The Executive Recommendation will fund the following objectives:**

- Fund the replacement of existing information technology hardware and upgrades to the current operating system to ensure proper record storage and retrieval capabilities; and
- Support enhancements to the agency's web capacities by providing on-line transactions, downloadable forms, automation of certain activities and access to public records (including corporate and uniform commercial code information).

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2010	FY 2011
GSF	4130	050601	Information Systems	75,000	50,000
SSR	5N90	050607	Technology Improvements	180,000	180,000
<b>TOTAL FOR PROGRAM</b>				<b>255,000</b>	<b>230,000</b>

**PROGRAM SERIES 03: Notary Services**

The Notary Commission is responsible for processing applications (new, duplicates for lost certificates, renewal) and issuing commissions for notaries public, attorney notaries public, special police officers, and Ohio Department of Natural Resources Reserve Officers. The Secretary of State may appoint and commission as notaries public individuals who are 18 years of age or older and satisfy one of the following requirements: is an Ohio resident who is not an attorney admitted to the practice of law in this state; is an Ohio resident who is an attorney admitted to the practice of law in this state; or is not an Ohio resident but is an attorney admitted to the practice of law in this state and has the person’s principal place of business or the person’s primary practice in this state. In all cases, Ohio law requires that anyone seeking to be commissioned as a notary public must be certified by a judge of an Ohio court of appeals or common pleas prior to submitting an application to the Secretary of State. The Secretary of State may revoke a notary public’s commission upon presentation of satisfactory evidence of official misconduct or incapacity.

**Program 03.01: Notary Services**

The Notary Services program includes the review of applications for completeness, the issuance of commissions to applicants deemed qualified by judges, and the maintenance of records pertaining to notary commissions.

**The Executive Recommendation will fund the following objectives:**

- Provide for the maintenance of records of all registered notaries in Ohio. The recommended budget includes support for the current notary database system that contains these records;
- Support the automation of the notary public application process and the development of the commission’s website; and
- Fund eight FTEs that manage the consolidated functions involving the notary commission and various licensing, filing and certificate programs on behalf of the Secretary of State.

FUND				RECOMMENDED	
GROUP	FUND	ALI	ALI NAME	FY 2010	FY 2011
GSF	4120	050609	Notary Commission	565,000	565,000
<b>TOTAL FOR PROGRAM</b>				<b>565,000</b>	<b>565,000</b>

**LINE ITEM SUMMARY - Secretary of State**

FUND	ALI	ALI NAME	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATE	FY 2010 RECOMMENDED	% CHANGE	FY 2011 RECOMMENDED	% CHANGE
GRF	050321	Operating Expenses	2,493,877	3,898,185	3,060,159	2,207,522	2,290,508	3.8	2,290,508	0.0
GRF	050403	Election Statistics	101,800	107,182	70,201	75,238	0	-100.0	0	.0
GRF	050407	Pollworkers Training	113,683	284,559	277,997	262,012	250,197	-4.5	250,197	0.0
GRF	050409	Litigation Expenditures	4,429	4,875	2,073	1,974	0	-100.0	0	.0
GRF	050505	County Postage Reimbursement	0	0	0	2,735,590	0	-100.0	0	.0
<b>TOTAL General Revenue</b>			<b>2,713,789</b>	<b>4,294,801</b>	<b>3,410,430</b>	<b>5,282,336</b>	<b>2,540,705</b>	<b>-51.9</b>	<b>2,540,705</b>	<b>0.0</b>
4120	050609	Notary Commission	671,753	698,294	359,981	685,249	565,000	-17.5	565,000	0.0
4130	050601	Information Systems	246,286	172,460	99,413	119,955	75,000	-37.5	50,000	-33.3
4140	050602	Citizen Education Fund	79,675	36,370	52,021	130,392	55,712	-57.3	55,712	0.0
4S80	050610	Board of Voting Machine Examiners	13,168	7,200	1,800	17,200	7,200	-58.1	7,200	0.0
5FG0	050620	BOE Reimbursement & Education	0	0	0	1,220,551	100,000	-91.8	100,000	0.0
5FH0	050621	Statewide Ballot Advertising	0	0	0	0	300,000	.0	300,000	0.0
5FJ0	050622	County Voting Machine Relief	0	0	0	0	500,000	.0	500,000	0.0
<b>TOTAL General Services</b>			<b>1,010,882</b>	<b>914,324</b>	<b>513,216</b>	<b>2,173,347</b>	<b>1,602,912</b>	<b>-26.2</b>	<b>1,577,912</b>	<b>-1.6</b>
3AC0	050619	Election Data Collection Grant	0	0	0	2,000,000	0	-100.0	0	.0
3AH0	050614	Election Reform/HHS	187,956	307,944	58,187	1,941,813	800,000	-58.8	800,000	0.0
3AR0	050615	2004 HAVA Voting Machines	20,357,450	0	0	0	0	.0	0	.0
3AS0	050616	2005 HAVA Voting Machines	75,447,514	22,889,041	4,027,629	3,346,471	3,000,000	-10.4	3,000,000	0.0
3AT0	050617	Voter/Poll Worker Education	448,206	0	0	0	0	.0	0	.0
3X40	050612	Ohio Center/law Related Education Grant	5,531	0	0	0	0	.0	0	.0
<b>TOTAL Federal Special Revenue</b>			<b>96,446,656</b>	<b>23,196,985</b>	<b>4,085,817</b>	<b>7,288,284</b>	<b>3,800,000</b>	<b>-47.9</b>	<b>3,800,000</b>	<b>0.0</b>
5990	050603	Business Services Operating Expenses	13,689,527	16,028,597	13,724,865	14,718,904	14,086,100	-4.3	14,245,400	1.1
5N90	050607	Technology Improvements	139,549	151,968	124,232	129,565	180,000	38.9	180,000	0.0

**LINE ITEM SUMMARY - Secretary of State**

<b>FUND</b>	<b>ALI</b>	<b>ALI NAME</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 ACTUAL</b>	<b>FY 2009 ESTIMATE</b>	<b>FY 2010 RECOMMENDED</b>	<b>% CHANGE</b>	<b>FY 2011 RECOMMENDED</b>	<b>% CHANGE</b>
<b>TOTAL State Special Revenue</b>			<b>13,829,075</b>	<b>16,180,565</b>	<b>13,849,097</b>	<b>14,848,469</b>	<b>14,266,100</b>	<b>-3.9</b>	<b>14,425,400</b>	<b>1.1</b>
R001	050605	Uniform Commercial Code Refunds	8,740	10,083	127,886	30,000	30,000	0.0	30,000	0.0
R002	050606	Corporate/Business Filing Refund	39,960	42,243	59,674	85,000	85,000	0.0	85,000	0.0
<b>TOTAL Holding Account Redistribution</b>			<b>48,699</b>	<b>52,327</b>	<b>187,559</b>	<b>115,000</b>	<b>115,000</b>	<b>0.0</b>	<b>115,000</b>	<b>0.0</b>
<b>TOTAL Secretary of State</b>			<b>114,049,102</b>	<b>44,639,002</b>	<b>44,639,002</b>	<b>29,707,436</b>	<b>22,324,717</b>	<b>-24.9</b>	<b>22,459,017</b>	<b>0.6</b>