

**FY2016 October Zero-Based Budget for Secretary of State Core Divisions**

	<b>Administration</b>	<b>Investigations</b>	<b>Corporations</b>	<b>Elections</b>	<b>PLB</b>	<b>Securities</b>	<b>Total</b>
Regular Salaries	126,680	110,345	88,257	103,106	323,964	26,368	778,721
Annual Leave Pay Out	3,237		3,211		4,226		10,674
Board Member Per Diem					9,765		9,765
Other Supplemental Pay	588		25		1,995		2,608
Overtime							-
Temporary Labor			88,106	20,139	13,264		121,509
FICA	9,579	7,965	6,727	7,628	24,251	1,959	58,110
Retirement	30,750	27,151	21,366	25,357	77,209	6,358	188,191
Health Insurance	39,744	33,605	27,863	31,400	99,947	8,030	240,589
Personal Liability							-
Unemployment Ins							-
Worker's Comp							-
Merit System Cost	554	797	709	532	2,104	177	4,873
Pre-Employment Physical/Drug Testing							-
<b>Total Personal Services</b>	<b>211,132</b>	<b>179,863</b>	<b>236,265</b>	<b>188,162</b>	<b>556,726</b>	<b>42,893</b>	<b>1,415,041</b>
<b>Total Postage</b>	<b>5,672</b>	<b>29</b>	<b>-</b>	<b>24,798</b>	<b>2,523</b>	<b>-</b>	<b>33,023</b>
Metered Postage	5,627	29		20,000	2,387		28,043
Reminder/Certificate Postage				3,854			3,854
UPS Shipping	46			944	136		1,125
<b>Total Motor Vehicle Expense</b>	<b>4,335</b>	<b>3,368</b>	<b>-</b>	<b>10</b>	<b>5</b>	<b>-</b>	<b>7,718</b>
Fuel for Agency Vehicles	3,486						3,486
Repairs/Maintenance	849	3,386		10	5		4,250
Tags/Decals		(18)					(18)
<b>Total Printing and Publications</b>	<b>61</b>	<b>1,553</b>	<b>-</b>	<b>98,303</b>	<b>-</b>	<b>-</b>	<b>99,917</b>
Envelopes, Letterhead, Business Cards	61	1,553		30,087			31,701
Reminder Postcards, Certificate, and Letters				38,707			38,707
Voter Registration Applications, Precinct Cards				29,509			29,509
<b>Total Supplies and Materials</b>	<b>2,335</b>	<b>1,037</b>	<b>2,411</b>	<b>2,801</b>	<b>4,793</b>	<b>-</b>	<b>11,877</b>
General Office Supplies	2,262	1,037	2,411	1,263	4,303		11,276
Maintenance/Lavatory/Cleaning Services				38			38
Light Bulbs					198		198
Outreach				1,499			1,499
Postage Machine Ink	74				292		366
<b>Total Repairs and Maintenance</b>	<b>1,797</b>	<b>207</b>	<b>2,060</b>	<b>528</b>	<b>13,125</b>	<b>517</b>	<b>18,233</b>
Elevator Inspection/Maintenance					873		873
Equipment Maintenance	559	111	262	182	1,324	330	2,767
Fire Alarm Monitoring							-
Repairs/Moving	330		1,702	10		91	2,133
Ground Maintenance					1,100		1,100
HVAC Maintenance					1,490		1,490
Janitorial Services	813			240	4,062		5,115
Maintenance Building Fund							-
Pest Control					65		65
Security System Maintenance					4,115		4,115
Supplemental Cooling	96	96	96	96	96	96	575
<b>Total Equipment &lt; \$5000</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Investigator Protective Gear							-
<b>Total Water and Sewer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,374</b>	<b>-</b>	<b>2,374</b>
<b>Total Energy</b>	<b>143</b>	<b>-</b>	<b>-</b>	<b>516</b>	<b>34,181</b>	<b>-</b>	<b>34,840</b>
Georgia Building Authority-After Hours Utilities							-
Natural Gas							-
Power	143			516	34,181		34,840
<b>Total Rents - Other than Real Estate</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Agency Parking							-
Mail Meter Rent							-
Post Office Box							-
Printer/Copier							-

<b>Total Insurance and Bond</b>	<b>3,381</b>	<b>2,087</b>	<b>-</b>	<b>117</b>	<b>19</b>	<b>-</b>	<b>5,604</b>
Flood Insurance							-
Property Insurance	2,967						2,967
Auto Insurance	414	2,087		117	19		2,637
<b>Total Freight</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30</b>
<b>Total Other Operating Expense</b>	<b>654</b>	<b>110</b>	<b>3,400</b>	<b>1,028</b>	<b>5,674</b>	<b>178</b>	<b>10,694</b>
Cable	151						151
Document Destruction					533		533
Fire System Monitoring	310				40		
Mailing & Postage							
Garbage Collection					401		401
GPS Vehicle Monitoring Service							-
Investigations							-
LexisNexis Legal Subscription	178			178	355	178	888
Meeting Expenses				598			598
National Professional Dues					4,000		4,000
Notary Renewals							-
Professional Subscriptions	15	110	3,400	201	75		3,801
Secretary of State - Record Center Storage							-
Security System				52			52
US Citizenship Immigration Services							-
Water Service					270		270
<b>Total Employee Travel</b>	<b>904</b>	<b>50</b>	<b>96</b>	<b>1,122</b>	<b>3,108</b>	<b>1,494</b>	<b>-</b>
<b>Total Board Member Travel</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,715</b>	<b>-</b>	<b>10,715</b>
<b>Total Regular Operating Expenses</b>	<b>19,314</b>	<b>8,441</b>	<b>7,966</b>	<b>129,222</b>	<b>76,517</b>	<b>2,188</b>	<b>243,649</b>
<b>Total Motor Vehicle Purchase</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total IT Supplies</b>	<b>-</b>	<b>813</b>	<b>-</b>	<b>-</b>	<b>631</b>	<b>-</b>	<b>1,444</b>
IT Materials							-
Printer Toner		813			631		1,444
<b>Total IT Repairs and Maintenance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>735</b>	<b>-</b>	<b>735</b>
Phone System Maintenance							-
Network Updates					735		735
<b>Total IT Equipment</b>	<b>1,181</b>	<b>-</b>	<b>12,535</b>	<b>-</b>	<b>499</b>	<b>-</b>	<b>14,215</b>
Computer Supplies	1,181		12,535		499		14,215
<b>Total Centralized Accounting Systems Fees</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
PeopleSoft							-
<b>Total Software - Non Capitalized</b>	<b>15,240</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,240</b>
Annual Microsoft Enterprise Agreement							-
Service Agreements	15,240						15,240
<b>Total IT Maintenance and Support</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75,000</b>	<b>16,763</b>	<b>-</b>	<b>91,763</b>
Software Maintenance/Service Agreements				75,000	16,500		91,500
IT Equipment Backup					263		263
Data Back-up, Destruction							-
<b>Total IT Expenditures</b>	<b>16,421</b>	<b>813</b>	<b>12,535</b>	<b>75,000</b>	<b>18,628</b>	<b>-</b>	<b>123,396</b>
Board of Regents - Record Center Storage			11,079				11,079
Georgia Building Authority	10,292	4,574	11,435	9,910		3,049	39,260
Cobalt Industrial Reit - Elections Warehouse							-
Lee Building Partners - Tifton Office	1,901		(950)				950
City of Macon					8,091		8,091
<b>Total Real Estate</b>	<b>12,192</b>	<b>4,574</b>	<b>21,564</b>	<b>9,910</b>	<b>8,091</b>	<b>3,049</b>	<b>59,381</b>
<b>Total Infrastructure - GTA</b>	<b>263</b>	<b>-</b>	<b>345</b>	<b>12,625</b>	<b>-</b>	<b>-</b>	<b>13,233</b>
Telecommunications/Data	263		345	12,625			13,233
<b>Total Data/Voice - Non GTA Vendors</b>	<b>5,127</b>	<b>2,459</b>	<b>1,395</b>	<b>1,511</b>	<b>1,617</b>	<b>694</b>	<b>12,804</b>

Cell/Blackberry Service	561	1,002	238	550	92	409	2,853
Non-Voice Lines	4,566	1,457	1,157	961	1,525	285	9,951
Nexus - Cisco							
Server Monitoring							-
<b>Total Voice/Data Comm</b>	<b>5,390</b>	<b>2,459</b>	<b>1,739</b>	<b>14,136</b>	<b>1,617</b>	<b>694</b>	<b>26,037</b>
<b>Total Per Diem &amp; Fees</b>	<b>121</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,700</b>	<b>-</b>	<b>1,744</b>
Adjudication Services							-
Concur Technologies	77						
Courier Services	44						44
Court Reporting/Transcription Services					1,400		1,400
Exam Proctor							-
Legal Services							-
Legislative Consultant							-
Peer Reviews					300		300
Site Evaluations							-
Witness Expenses							-
<b>Total Other Contract Svcs</b>	<b>6,000</b>	<b>-</b>	<b>-</b>	<b>14,183</b>	<b>-</b>	<b>4,500</b>	<b>24,683</b>
Consulting Services	6,000			12,000		4,500	22,500
IT Services							-
Voter ID Cards				2,183			2,183
<b>Total Contracts - State</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>65,939</b>	<b>-</b>	<b>-</b>	<b>65,939</b>
GA Dept. of Driver Services - Voter Registration							-
Kennesaw State University - Voting System Support				65,939			65,939
<b>Total Professional/Technical Services - IT</b>	<b>13,026</b>	<b>-</b>	<b>3,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,626</b>
IT Support	13,026		3,600				16,626
<b>Total Contractual Svcs</b>	<b>19,147</b>	<b>-</b>	<b>3,600</b>	<b>80,122</b>	<b>1,700</b>	<b>4,500</b>	<b>108,992</b>
<b>Total Grants and Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>325,841</b>	<b>-</b>	<b>-</b>	<b>325,841</b>
<b>Total Election Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>283,597</b>	<b>196,151</b>	<b>283,669</b>	<b>822,392</b>	<b>663,279</b>	<b>53,324</b>	<b>2,302,335</b>