

**Agency Purpose**

The Office of the Secretary of State serves the people of Minnesota by administering fair and honest elections; promoting citizen participation in government; facilitating commerce; and preserving for history the records entrusted to the office.

**Core Functions**

The core functions of the office are:

- ◆ the administration of elections;
- ◆ the recording of business documents regarding entities and financing statements for business loans;
- ◆ the filing and preservation of the official documents of the state; and
- ◆ the filing of Notary Registrations.

**Operations**

The Secretary of State is the keeper of the great seal of the state of Minnesota and files and certifies the authenticity of a wide variety of official documents. These include gubernatorial proclamations, appointments, and executive orders, the enrolled acts of the Minnesota Legislature, rules, and some municipal documents. The secretary also maintains a computerized version of the original land survey notes from the 1800s and township plat maps.

The **Business Center** registers a variety of business organizations including corporations, assumed business names, banks, insurance companies, limited liability companies, limited liability partnerships, and limited partnerships. Other business-related filings include notary filings, trade and service marks, auctioneer's licenses, legal newspaper registrations, among others. The secretary also accepts service of process on businesses under certain specific circumstances. It also maintains a statewide computerized network with county recorders so that the public may search Uniform Commercial Code records throughout the state from any filing office.

The **Elections Center** is responsible for administration of the Minnesota election law. In this capacity, the Secretary of State operates the statewide voter registration system and prepares the official roster of voters for every election conducted in Minnesota. Other election activities include certifying voting systems, conducting administrative recounts, accepting filings by candidates for multi-county offices, and training local election officials. The Secretary of State chairs the state canvassing board, which certifies the results of state elections.

Finally, the Secretary of State administers the **Open Appointments** process and publishes the *Minnesota Legislative Manual*, a compendium of federal, state, and county government information.

**Key Measures**

⇒ Voter Registration

Goal: Increase in number of registered voters

Measurement: Number of citizens registered to vote as entered in SVRS (statewide voter registration system)

FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
2,861,489	2,911,000	2,916,000	2,925,000	3,100,000	3,150,000

**At A Glance**

- ◆ Approximate business filings in databases: 2.3 million
- ◆ Registered voters in databases: 3.15 million
- ◆ Web inquiries and transactions: 40 million (2005)
- ◆ General elections support:
  - ⇒ 2,000 township elections every year
  - ⇒ 900 city elections on a two-year cycle
  - ⇒ 300 school district elections on a two-year cycle
  - ⇒ 90 state and county elections on a two-year cycle
  - ⇒ 200 other elections on a two-year cycle

⇒ Facilitate Commerce – Business Center Filings

Goal: Consistent, timely transaction processing (of filings received by mail)

Measurement: Average number of business days from receipt of business filing to entry into database.

	<b>FY 2002</b>	<b>FY 2003</b>	<b>FY 2004</b>	<b>FY 2005</b>	<b>FY 2006</b>	<b>FY 2007</b>
Bus filings	3 days	3 days	2 days	2 days	1 day	1 day
UCC filings	2 days	2 days	2 days	1 day	1 day	1 day

⇒ Access to Information and Services

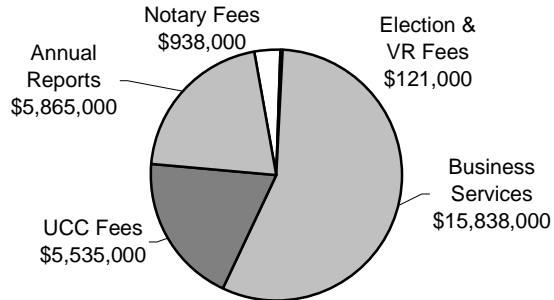
Goal: Increase in the availability of information and services via the web

Measurement: Number of Direct Access client accounts, served via online filing

	<b>FY 2002</b>	<b>FY 2003</b>	<b>FY 2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>
Number of website hits	24,000,000	28,000,000	33,000,000	39,000,000	46,000,000	54,000,000
No. of Direct Access Accounts	1,000	1,200	1,400	1,500	1,600	1,700
No. of Business Services web filings	N/A	N/A	N/A	85,000	100,000	125,000
No. of UCC searches by name	80,000	90,000	105,000	120,000	135,000	150,000
No. of database look-ups by filing number	40,000	50,000	60,000	70,000	80,000	90,000
No. of UCC web filings	0	10,000	30,000	60,000	70,000	80,000

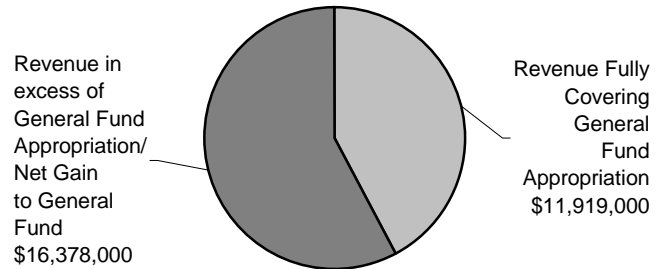
**FY2006-07 General Fund Fee Revenue Sources**

Estimated Total Revenues: \$28.2 Million



**2006-07 General Fund Fee Revenue Destination**

Estimated Total Revenue: \$28.2 Million



**Budget**

The legislature appropriates \$12 million from the General Fund to the Secretary of State to cover the office's biennial operating budget. During the FY 2006-07 budgeting biennium, the Secretary of State projects collecting approximately \$28 million in fees. The office has a revolving fund of approximately \$1 million each fiscal year. The remainder of fees generated is deposited into the state General Fund, expected to total \$16.3 million in FY 2006-07. The legislature appropriated federal funds from the Help America Vote Act (HAVA) account to the Secretary of State to carry out activities necessary under HAVA (P.L. 107-252). This federal law sets national standards and imposes new requirements for the conduct of federal elections that are to be implemented. Federal funding for the implementation of those standards and requirements is also provided.

**Contact**

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 Saint Paul, Minnesota 55155

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 Minnesota Relay Service; TTY: (800) 627-3529

Mary Kiffmeyer, Secretary of State  
 Phone: (651) 296-2803  
 Fax: (651) 297-7067

Dollars in Thousands

	Current		Forecast Base		Biennium 2008-09
	FY2006	FY2007	FY2008	FY2009	
<b><u>Direct Appropriations by Fund</u></b>					
<b>General</b>					
Current Appropriation	5,905	6,077	6,077	6,077	12,154
<b>Forecast Base</b>	<b>5,905</b>	<b>6,077</b>	<b>5,905</b>	<b>6,053</b>	<b>11,958</b>
Change		0	(172)	(24)	(196)
% Biennial Change from 2006-07					-0.2%
<b><u>Expenditures by Fund</u></b>					
<b>Direct Appropriations</b>					
General	5,450	6,537	5,905	6,053	11,958
<b>Statutory Appropriations</b>					
General	0	1	1	1	2
Misc Special Revenue	34,744	5,799	1,072	1,079	2,151
<b>Total</b>	<b>40,194</b>	<b>12,337</b>	<b>6,978</b>	<b>7,133</b>	<b>14,111</b>
<b><u>Expenditures by Category</u></b>					
Total Compensation	5,475	5,926	5,019	4,827	9,846
Other Operating Expenses	2,449	3,380	1,959	2,306	4,265
Local Assistance	32,270	3,031	0	0	0
<b>Total</b>	<b>40,194</b>	<b>12,337</b>	<b>6,978</b>	<b>7,133</b>	<b>14,111</b>
<b><u>Expenditures by Program</u></b>					
Secretary Of State	40,194	12,337	6,978	7,133	14,111
<b>Total</b>	<b>40,194</b>	<b>12,337</b>	<b>6,978</b>	<b>7,133</b>	<b>14,111</b>
<b>Full-Time Equivalentents (FTE)</b>	<b>81.6</b>	<b>83.8</b>	<b>64.7</b>	<b>64.7</b>	

**Program Description**

The Office of the Secretary of State serves the people of Minnesota by administering fair and honest elections; promoting citizen participation in government; facilitating commerce; and preserving for history the records entrusted to the office.

**Population Served**

The Office of the Secretary of State serves the people of Minnesota including the general public, businesses, lenders, law firms, 87 county auditors, and 87 county recorders.

**Services Provided**

The Secretary of State has several primary activities including administering Minnesota election laws. In this capacity, the Secretary of State operates the statewide voter registration system and prepares the official roster of voters for every election conducted in Minnesota.

Other primary activities of the Secretary of State are to register a variety of business organizations including limited liability companies, limited liability partnerships, corporations, and assumed names; to file Notary registrations; and to file financing statements and maintain a statewide-computerized network with county recorders so that the public may search Uniform Commercial Code records throughout the state from any filing office.

The Secretary of State's office responds to thousands of telephone calls each year pertaining to business-related questions and to election-related questions such as eligibility, where to vote, and election results. The Secretary of State's office offers for sale to the general public lists of businesses and other information from its databases, and access via the web to its databases for businesses and Uniform Commercial Code filing information.

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**Program at a Glance**

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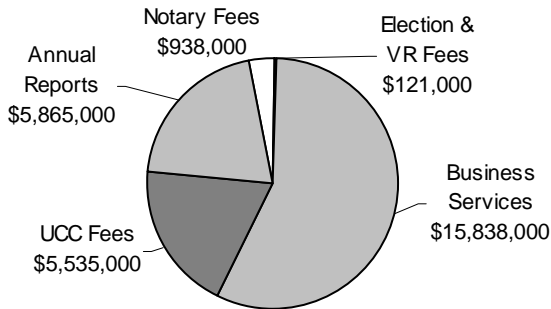
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**Program Funding**

This agency is funded primarily through direct General Fund appropriations.

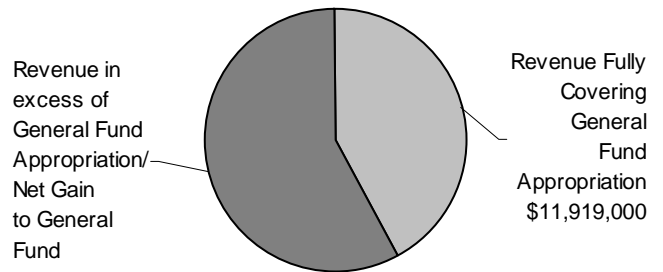
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**Contact**

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SECRETARY OF STATE  
 Program: SECRETARY OF STATE

Program Summary

*Dollars in Thousands*

	Current		Forecast Base		Biennium 2008-09
	FY2006	FY2007	FY2008	FY2009	
<b><u>Direct Appropriations by Fund</u></b>					
<b>General</b>					
Current Appropriation	5,905	6,077	6,077	6,077	12,154
<b>Technical Adjustments</b>					
Biennial Appropriations			(172)	1	(171)
One-time Appropriations			0	(25)	(25)
<b>Forecast Base</b>	<b>5,905</b>	<b>6,077</b>	<b>5,905</b>	<b>6,053</b>	<b>11,958</b>
<b><u>Expenditures by Fund</u></b>					
<b>Direct Appropriations</b>					
General	5,450	6,537	5,905	6,053	11,958
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<b><u>Expenditures by Activity</u></b>					
Administration	1,355	908	965	951	1,916
Operations	3,107	4,588	3,917	4,059	7,976
Elections	35,732	6,841	2,096	2,123	4,219
<b>Total</b>	<b>40,194</b>	<b>12,337</b>	<b>6,978</b>	<b>7,133</b>	<b>14,111</b>
<b>Full-Time Equivalent (FTE)</b>	<b>81.6</b>	<b>83.8</b>	<b>64.7</b>	<b>64.7</b>	



*Dollars in Thousands*

	Actual FY2006	Budgeted FY2007	Current Law		Biennium 2008-09
			FY2008	FY2009	
<b><u>Non Dedicated Revenue:</u></b>					
<b>Departmental Earnings:</b>					
General	14,403	13,885	13,836	14,075	27,911
<b>Other Revenues:</b>					
General	1	2	3	4	7
<b>Taxes:</b>					
General	1	1	1	1	2
<b>Total Non-Dedicated Receipts</b>	<b>14,405</b>	<b>13,888</b>	<b>13,840</b>	<b>14,080</b>	<b>27,920</b>
<b><u>Dedicated Receipts:</u></b>					
<b>Departmental Earnings:</b>					
General	1	1	1	1	2
Misc Special Revenue	1,022	1,060	1,072	1,079	2,151
Miscellaneous Agency	-1	0	0	0	0
<b>Grants:</b>					
Misc Special Revenue	172	290	0	0	0
<b>Other Revenues:</b>					
Misc Special Revenue	1,155	300	50	0	50
<b>Total Dedicated Receipts</b>	<b>2,349</b>	<b>1,651</b>	<b>1,123</b>	<b>1,080</b>	<b>2,203</b>
<b>Agency Total Revenue</b>	<b>16,754</b>	<b>15,539</b>	<b>14,963</b>	<b>15,160</b>	<b>30,123</b>