

STATE OF COLORADO

Department of State

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November 5, 2010

To: Joint Budget Committee

From: Colorado Department of State

Subject: Requests for Information

The Colorado Department of State (CDOS) was requested to provide information to the Joint Budget Committee by November 1, 2010 as follows:

REQUESTS AFFECTING MULTIPLE DEPARTMENTS

1. All Departments, Totals -- Every department is requested to submit to the Joint Budget Committee, by November 1, 2010, information on the number of additional federal and cash funds FTE associated with any federal grants or private donations that were received in FY 2009-10. The Departments are also requested to identify the number of additional federal and cash funds FTE associated with any federal grants or private donations that are anticipated to be received during FY 2010-11.

Response: The Department does not currently have any additional FTE that are federal and/or cash funded associated with federal grants or private donations for FY 2009-10, or projected for FY 2010-11.

DEPARTMENT OF STATE

Department of State, Administration, Personal Services -- The Department of State is requested to provide to the Joint Budget Committee by November 1, 2010, as part of the Department's annual budget request, a breakdown of how FTE and funds are distributed amongst the sections within the Administration Division.

Response: Please see the attached spreadsheet.

Department of State, Administration, Address Confidentiality Program -- The Department of State is requested to provide to the Joint Budget Committee by November 1, 2010, an annual budget report for the Address Confidentiality Program. The report should reflect monthly expenditures, the number of participants served, and the number of pieces of participants' mail processed monthly.

Response: Please see the attached spreadsheet.

FY 10/11 Long Bill Breakout - Admin

Long Bill Sections	FTE	Budget	Dept of State CF	Notary CF	ACP CF	HAVA CF	Total
<u>Administration</u>							
Personal Services / POTS	14.0	\$ 1,188,375	\$ 1,819,855			93,150	1,913,005
Worker's Compensation		\$ 5,742	\$ 5,742				5,742
Operating		\$ 350,815	\$ 350,815				350,815
Legal Services		\$ 210,248	\$ 210,248				210,248
ALJ's		\$ 94,666	\$ 94,666				94,666
Computer Center		\$ 49,542	\$ 49,542				49,542
MNT		\$ 310,071	\$ 310,071				310,071
Risk Management		\$ 6,626	\$ 6,626				6,626
Vehicle Lease Payments		\$ 2,694	\$ 2,694				2,694
Leased Space		\$ 634,693	\$ 634,693				634,693
Indirect Costs		\$ 138,136	\$ 138,136			5,000.00	143,136
Discretionary Funds		\$ 4,707	\$ 4,707				4,707
<u>Business</u>							
Personal Services / POTS	31.0	\$ 1,614,909	\$ 1,614,909				1,614,909
Operating		\$ 225,000	\$ 225,000				225,000
Legal Services		\$ -	\$ -				-
Leased Space		\$ 102,000	\$ 102,000				102,000
<u>Elections</u>							
Personal Services / POTS	28.0	\$ 1,566,303	\$ 1,566,303				1,566,303
Operating		\$ 125,000	\$ 125,000				125,000
Legal Services		\$ 305,000	\$ 305,000				305,000
Vehicle Lease Payments		\$ 500	\$ 500				500
Leased Space		\$ 80,000	\$ 80,000				80,000
<u>Licensing</u>							
Personal Services / POTS	5.5	\$ 197,873	\$ 197,873				197,873
Operating		\$ 7,000	\$ 7,000				7,000
Vehicle Lease Payments		\$ -	\$ -				-
Leased Space		\$ 25,000	\$ 25,000				25,000
<u>Bingo Raffle</u>							
Personal Services / POTS	6.6	\$ 413,214	\$ 413,214				413,214
Operating		\$ 50,000	\$ 50,000				50,000
Legal Services		\$ 3,000	\$ 3,000				3,000
Vehicle Lease Payments		\$ 250	\$ 250				250
Leased Space		\$ 30,000	\$ 30,000				30,000
<u>Charitable</u>							
Personal Services / POTS	3.0	\$ 197,873	\$ 197,873				197,873
Operating		\$ 25,000	\$ 25,000				25,000
Leased Space		\$ 18,000	\$ 18,000				18,000
<u>Notary</u>							
Personal Services / POTS	5.3	\$ 371,658		371,658			371,658
Worker's Compensation		\$ 357		357			357
Operating		\$ 19,570		19,570			19,570
Legal Services		\$ 4,000		4,000			4,000
ALJ's		\$ 4,821		4,821			4,821

FY 10/11 Long Bill Breakout - Admin

Long Bill Sections	FTE	Budget	Dept of State CF	Notary CF	ACP CF	HAVA CF	Total
Computer Center		\$ 2,017		2,017			2,017
MNT		\$ 8,117		8,117			8,117
Risk Management		\$ 412		412			412
Vehicle Lease Payments		\$ 167		167			167
Leased Space		\$ 5,054		5,054			5,054
Indirect Costs		\$ 4,867		4,867			4,867
Discretionary Funds		\$ 293		293			293
ACP	1.5	\$ 86,668			117,546		117,546
<u>Sub total</u>	94.9	\$ 8,490,238	\$ 8,613,717	\$ 421,334	\$ 117,546	\$ 98,150	\$ 9,250,746

Fiscal Year 2009-10

	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Y TOTAL
People Breakdown													
Number of New Participants	49	36	54	42	41	46	54	37	68	84	61	32	604
Number of Participants Lost	8	3	0	0	0	2	0	0	28	5	14	13	73
Total Active Participants	391	424	478	520	561	605	659	696	736	815	862	881	677
Number of New Households (Applicants)	22	16	20	16	16	22	26	15	24	31	23	17	37
Number of Households Lost	2	1	0	0	0	2	2	0	9	2	6	13	
Avg. Participants per household	2.54	2.51	2.53	2.54	2.54	2.51	2.49	2.49	2.49	2.50	2.53	2.55	
Total Active Households	154	169	189	205	221	241	265	280	295	324	341	345	
Number of New Application Assistants	2	8	14	11	16	4	3	6	2	3	4	24	
Number of Application Assistants Lost	3	0	0	0	0	0	0	0	0	2	0	10	
Total Active Application Assistants	367	375	389	400	416	420	423	429	431	432	436	450	460
Incoming Mail													
Incoming Mail for Participants that SOS forwards	1953	1851	2065	2623	2312	2913	2981	2617	3310	3391	3316	4475	33807
Incoming Mail for SOS	31	19	38	29	35	44	39	23	49	52	46	45	
Total Incoming Mail Received by program by month	1984	1870	2103	2652	2347	2957	3020	2640	3359	3443	3362	4520	34257
Avg pieces of mail received per participant	5.07	4.43	4.41	5.1	4.19	4.9	4.58	3.8	4.1	4.2	3.9	5.14	
Outgoing Mail Breakdown													
Number of Items Forwarded to the "Primary Participant" or household. (Number of outgoing yellow envelopes containing one or more pieces of mail)	756	808	894	1074	1255	1375	1375	1347	1371	1602	1531	1854	
Number of Items Forwarded to "Family Members"	2	0	0	1	4	9	0	5	0	0	0	0	
SOS mail sent on behalf of participants (court notices, address changes)	50	52	38	20	40	39	36	23	55	59	29	48	
SOS mail sent for program publicity purposes (outreach)	197	0	0	0	2	6	0	2	0	0	0	0	
SOS mail sent to Application Assistants	13	5	10	4	0	19	10	13	11	26	12	19	
Average # of outgoing envelopes per participant	2.07	2.03	1.95	2.11	2.32	2.35	2.14	1.98	1.94	1.96	1.78	2.10	
Total Number of Pieces Sent By The Program by month	1018	865	942	1099	1301	1448	1421	1390	1437	1689	1572	1923	16105.06
Postage Cost*													
Total Cost Reported in FDW by month	\$1,038	\$997	\$1,011	\$1,110	\$1,304	\$1,540	\$1,511	\$1,341	\$1,275	\$1,499			
Total Cost Reported by Central Services by month	\$991	\$815	\$933	\$1,135	\$1,136	\$1,276	\$1,264	\$1,164	\$1,087	\$1,076	\$1,151	\$1,369	\$13,347
Cost per envelope mailed out by SOS	\$1.02	\$1.15	\$1.07	\$1.19	\$1.00	\$1.06	\$1.06	\$0.96	\$0.89	\$0.89	\$0.73	\$0.71	
Cost per envelope of mail forwarded	\$1.24	\$1.15	\$1.06	\$1.19	\$1.00	\$1.05	\$1.06	\$0.96	\$0.88	\$0.87	\$0.75	\$0.71	
Cost per piece of mail forwarded	\$0.53	\$0.54	\$0.49	\$0.50	\$0.56	\$0.53	\$0.51	\$0.51	\$0.39	\$0.44	\$0.34	\$0.31	

* Does not include cost for central services to process and secure delivery and pick-up of mail. (\$245 in 2008-09, and \$255 in 2009-2010).

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
Counties & Application Assistants										
Not Covered By AA					34	34	34	32	29	29
Counties & Participants										
Not Occupied by Participants					46	46	46	45	41	43
Revenue										
	-\$60	\$18,389	\$8,843	\$10,166	\$9,719	\$8,366	-\$336	\$8,964		\$64,051

Address Confidentiality Program - Revenue for FY 09-10

Month	Revenue	Expense	Approp
Period 13 Adjustments			
Interest (earned/expensed)			
June	\$ 9,318.99	\$ 8,792.00	
May	\$ 8,700.52	\$ 7,855.00	
April	\$ 9,938.45	\$ 8,085.00	
March	\$ 13,537.21	\$ 7,934.00	
Febuary	\$ 15,396.83	\$ 7,745.00	
Janaury	\$ 8,963.91	\$ 10,165.00	
December	\$ 8,800.82	\$ 8,118.00	
November	\$ 8,261.25	\$ 8,139.00	
October	\$ 9,612.38	\$ 8,667.00	
September	\$ 10,057.09	\$ 7,448.36	
August	\$ 8,745.99	\$ 7,417.64	
July	\$ 9,047.37	\$ 8,519.26	
Total (YTD)	\$ 120,380.81	\$ 98,885.26	
Projection	\$ -	\$ -	\$ -
YTD / Projection	\$ 120,380.81	\$ 98,885.26	\$ 47,501 Fund Balance \$ 120,381 Revenue to date \$ 98,885 Expenditures
Difference	\$ 21,495.55		\$ 21,031 Supplemental \$ 77,854 Fund Balance

SB 09-259	\$ 78,215
Supplemental (December 2009)	\$ 21,031
Total - Spending Authority	\$ 99,246
Projected Expenditures	\$ 98,885
Surplus/Defecit	\$ 361

Notes

Should always keep 2 months of operating cash