

Office of the Secretary of State

Goal 2. Improve timeliness, effectiveness, and efficiency of processes to provide world class service to our internal and external customers with prompt turn-around of application registrations and other services.

- Obj. 2.1** Ensure compliance with the requirements of the Maryland Solicitations Act by reviewing the financial information submitted by charitable organizations identified as having inconsistencies or potential problems.
- Obj. 2.2** Ensure compliance with the requirements of the Maryland Notary Public Law.
- Obj. 2.3** Ensure timely processing of all extraditions, pardons, and commutations on behalf of the Governor.
- Obj. 2.4** Administer the Maryland Charity Campaign (MCC), also known as the Workplace Giving Campaign.
- Obj. 2.5** Administer Special Police Commissions.

Performance Measures	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Est.	2019 Est.
Charitable organizations registered	10,034	10,523	11,110	13,474	13,660	13,700	13,750
Number of delinquent charities	1,939	1,681	2,517	2,385	1,530	1,500	1,300
Enforcement activities regarding delinquent charities	N/A	N/A	N/A	510	6,442	1,750	1,500
Delinquencies resolved	541	600	296	803	2,168	1,500	1,300
Charity enforcement investigations and actions	N/A	N/A	24	48	45	60	60
Notary Public commissions processed	21,808	18,532	21,809	21,030	22,950	21,750	22,000
Notary Public enforcement investigations and actions	N/A	N/A	23	29	68	60	60
Number of on-line notary applications	N/A	N/A	N/A	N/A	2,640	5,000	5,500
Number of processed extraditions, pardons, commitments	N/A	N/A	229	247	172	250	250
Waivers granted	N/A	N/A	3,549	3,578	3,590	3,600	3,600
MCC applications from Charities received and processed	738	1,014	928	949	1,125	1,100	1,100
MCC criteria met/approved	665	934	824	899	980	925	950
MCC dollars raised	\$3,251,933	\$3,213,855	\$3,116,567	\$2,958,647	\$3,000,000	\$3,500,000	\$3,500,000
Police Commissions issued	N/A	N/A	578	616	655	750	700

Goal 3. Help Maryland residents make informed decisions when contributing to a charitable organization.

- Obj. 3.1** In conjunction with the Federal Trade Commission and other charity regulators provide information to Maryland residents about wise charitable giving.

Performance Measures	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Est.	2019 Est.
Responses to requests for information about charity registration status	10,312	9,500	9,710	10,376	12,906	12,000	12,000
Processed fundraising professionals' contracts	N/A	N/A	3,103	3,106	2,546	3,125	3,125

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Goal 4. Maintain and expand the Address Confidentiality Program (ACP) for victims of domestic violence who have relocated to avoid further abuse. The program helps participants keep their home, work and/or school address secret by providing a substitute mailing address they can use instead. The program also permits State and local agencies to respond to requests for public information without disclosing the victim's actual address.

Obj. 4.1 Expand public outreach to ensure that the ACP is known to individuals in need and the service agencies that support them.

Performance Measures	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Est.	2019 Est.
Applicant assistants registered	240	250	265	208	304	350	415
Number of statewide program participants	803	993	1,350	1,386	958	1,350	1,365
Number of participants re-enrolling	26	16	25	24	220	197	186
Pieces of mail forwarded	20,906	25,241	34,809	16,320	15,804	17,000	18,000
Number of trainings completed	N/A	N/A	N/A	N/A	31	50	65

OTHER PERFORMANCE MEASURES

Performance Measures	2013 Act.	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Est.	2019 Est.
COMAR partial subscriptions by title	1,255	1,488	1,553	1,528	1,377	1,500	1,500
MD Register subscriptions	219	195	225	175	250	260	260
Number of COMAR Supplement pages changed	8,160	10,336	8,696	9,130	8,892	9,000	9,000

NOTES

¹ FY 2017 is an estimate. Actual campaign dollar figures for FY 2017 will not be available until CY 2018.

Secretary of State

D16A06.01 Office of the Secretary of State

Program Description

Under the Maryland Constitution and State statutes, the Office of the Secretary of State is charged with a variety of responsibilities. The Secretary attests to the Governor's signature on all public papers and documents; certifies documents for international transactions; registers trademarks, service marks and insignia; administers the Notary Public laws; processes the extradition of prisoners; commissions Special Police and Railroad Police; registers charitable organizations, professional fundraisers and solicitors; educates the public concerning charitable organizations and solicitations; administers the Address Confidentiality Program; represents the State of Maryland and the Executive Department in intergovernmental and international affairs; and administers the Maryland Sister States Program. The Secretary also chairs the Governor's Subcabinet for International Affairs. In addition, the Office of the Secretary of State includes the Division of State Documents, which publishes all State administrative regulations in the Code of Maryland Regulations and the Maryland Register.

Appropriation Statement

	2017 Actual	2018 Appropriation	2019 Allowance
Number of Authorized Positions	25.00	25.00	25.00
Number of Contractual Positions	10.50	5.50	8.50
01 Salaries, Wages and Fringe Benefits	2,506,946	2,342,568	2,507,479
02 Technical and Special Fees	271,726	544,077	482,136
03 Communications	105,448	82,711	98,581
04 Travel	53,546	64,222	83,600
07 Motor Vehicle Operation and Maintenance	13,971	29,701	6,040
08 Contractual Services	161,765	160,464	157,437
09 Supplies and Materials	27,102	33,725	32,200
10 Equipment - Replacement	16,888	6,185	5,500
11 Equipment - Additional	11,413	8,000	4,000
13 Fixed Charges	18,250	18,005	14,363
Total Operating Expenses	408,383	403,013	401,721
Total Expenditure	3,187,055	3,289,658	3,391,336
Net General Fund Expenditure	2,117,621	1,964,368	2,163,794
Special Fund Expenditure	882,205	883,359	863,159
Reimbursable Fund Expenditure	187,229	441,931	364,383
Total Expenditure	3,187,055	3,289,658	3,391,336
Special Fund Income			
D16301 Sales of Publications, Binders and Data	411,712	401,340	366,064
D16302 Charitable Enforcement & Protection Fund	470,493	482,019	497,095
Total	882,205	883,359	863,159
Reimbursable Fund Income			
D15A05 Executive Department-Boards, Commissions and Offices	187,229	441,931	364,383
Total	187,229	441,931	364,383

3 Year Position Summary

Classification Title	FY 2017 Positions	FY 2017 Expenditures	FY 2018 Positions	FY 2018 Appropriation	FY 2019 Positions	FY 2019 Allowance
D16 - Secretary of State						
D16A0601 - Office of the Secretary of State						
Admin Aide III Exec Dept	4.00	164,876	4.00	165,219	4.00	165,219
Admin Officer I	1.00	46,825	1.00	43,738	1.00	43,738
Admin Officer II	1.00	79,285	2.00	110,894	2.00	110,894
Admin Officer III	2.00	157,519	3.00	158,299	3.00	158,299
Admin Spec III	1.00	40,367	1.00	41,102	1.00	41,102
Administrator I	0.00	30,928	0.00	0	0.00	0
Administrator II	2.00	79,840	1.00	69,492	1.00	69,492
Administrator III	1.00	33,514	1.00	68,723	1.00	68,723
Administrator IV	1.00	61,806	1.00	61,808	1.00	61,808
Administrator VII	1.00	87,448	1.00	87,455	1.00	87,455
Asst Attorney General VI	1.00	92,557	1.00	92,564	1.00	92,564
Exec Aide IV	1.00	98,449	1.00	93,299	1.00	93,299
Exec Aide V	3.00	355,674	4.00	380,038	4.00	380,038
Secy Of State	1.00	100,810	1.00	105,500	1.00	105,500
Spec Asst I Exec Dept	1.00	17,270	0.00	0	0.00	0
Spec Asst II Exec Dept	3.00	93,860	1.00	50,120	1.00	50,120
Spec Asst III Exec Dept	1.00	73,795	2.00	132,749	2.00	132,749
Total D16A0601	25.00	1,614,823	25.00	1,661,000	25.00	1,661,000