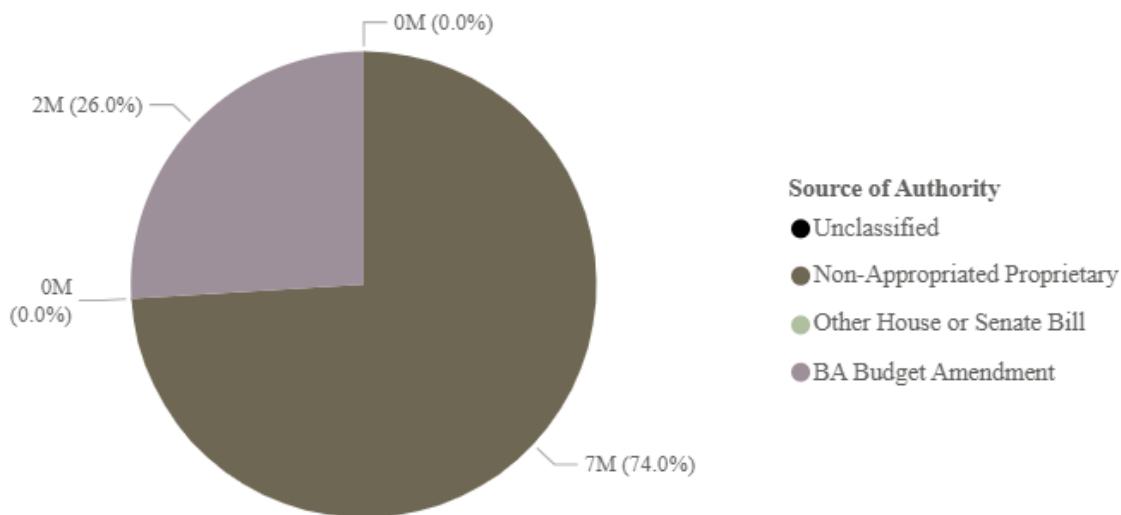


# SECRETARY OF STATE

## TOTAL EXPENDITURE AUTHORITY

The total expenditure authority for the Secretary of State is shown in the following pie chart. Total expenditure authority includes non-budgeted proprietary funding, budget amendments, and other bills. There is no HB 2 and HB 13 authority in FY 2026.

### Modified Budget & Expended Budget by Source of Authority



Source of Authority	Modified Budget	Expended Budget	% Expended
Non-Appropriated Proprietary	6,917,731	2,642,837	38.2%
BA Budget Amendment	2,426,177		
Unclassified	1,775		
Other House or Senate Bill	100		
<b>Total</b>	<b>9,345,783</b>	<b>2,642,837</b>	<b>28.3%</b>

## Budget Amendments

The Secretary of State has authority for several budget amendments, which total approximately \$2.4 million in FY 2026, and all of these funds are available until they are expended. The table below shows the original grant award amount, how much has been expended in previous fiscal years, and the total amount that was available and expended at this point in FY 2026. To date in FY 2026, the Secretary of State has expended 0.0% of these funds.

Secretary of State						
Budget Amendment Authority - Help America Vote Act (HAVA) Election Security Grants						
FY 2026 as of November 30, 2025						
Awarded Fiscal Year	Original Appropriation	Total Expended Prior to FY 2026	FY 2026 Appropriation	FY 2026 Expenditures	Percent Expended	
2018	\$ 3,000,000	\$ 2,909,936	\$ 90,064	\$ -	0.0%	
2020	3,133,535	2,265,343	868,192	-	0.0%	
2022	1,000,000	598,416	401,584	-	0.0%	
2023	1,000,000	676,415	323,585	-	0.0%	
2024	1,000,000	257,247	742,753	-	0.0%	
	<u>\$ 9,133,535</u>	<u>\$ 6,707,358</u>	<u>\$ 2,426,177</u>	<u>\$ -</u>	<u>0.0%</u>	

## Unclassified Authority

The Secretary of State has unclassified appropriation authority of approximately \$1,800 because of lower workers' compensation premiums. Per 39-71-403(1)(b)(iv), MCA, when workers' compensation premiums are lower than the previous year, state agencies shall reduce personal services appropriations by the amount of the premium reduction. The reductions are included in the accounting system as unclassified authority that will not be spent by the agency.

## Other Bills

HB 898 (generally revise laws related to LLC operating agreements) included a general fund appropriation of \$100 to the Secretary of State for the purpose of updating the agency's website to reflect the changes to operating agreement included in this bill. As of November 30, 2025, this appropriation is 0.0% expended.

## NON-BUDGETED PROPRIETARY FUND MODIFICATIONS

Agency Name	Starting Budget	Modified Budget	Net Modifications
Secretary of State's Office	6,919,506	6,917,731	-1,775
<b>Total</b>	<b>6,919,506</b>	<b>6,917,731</b>	<b>-1,775</b>
Expenditure Type	Starting Budget	Modified Budget	Net Modifications
61000 Personal Services	4,548,228	4,546,453	-1,775
62000 Operating Expenses	2,371,278	2,241,278	-130,000
68000 Transfers-out		130,000	130,000
<b>Total</b>	<b>6,919,506</b>	<b>6,917,731</b>	<b>-1,775</b>
Fund Type	Starting Budget	Modified Budget	Net Modifications
06 Enterprise	6,919,506	6,917,731	-1,775
<b>Total</b>	<b>6,919,506</b>	<b>6,917,731</b>	<b>-1,775</b>

The Secretary of State had one significant budget modification between July 1, 2025, and November 30, 2025, which includes:

- Transferring \$130,000 from operating expenses to transfers-out for a memorandum of understanding with the Montana State Library (MSL) related to geographic information systems (GIS) services. The Secretary of State uses the MSL GIS and Montana spatial state infrastructure data to better validate and locate voters' addresses and appropriately assign districts and precinct splits for elections

## NON-BUDGETED PROPRIETARY FUND AUTHORITY

The majority of the functions of the office are funded with enterprise type proprietary funds, which are financed through fees and charges paid by public and private entities that, by law, either purchase services from the office or are required to submit documents or obtain registrations with the office. Unlike internal service type proprietary programs, the rates or the fees and charges are not approved by the legislature but are instead established in statute or administrative rule. Revenues are received from fees charged to:

- Businesses and corporations for corporate filings, registration of assumed business names, and trademarks
- State agencies and users of Administrative Rules of Montana (ARM) for publishing and distributing the ARM and the Montana Administrative Register, and storage and management of public documents
- Candidates who file for elections
- Montana citizens who apply to be notaries

The Secretary of State's Office conducts its daily operations through a single program, the Business and Government Services Program. There are three divisions that provide the following major functions:

- Business Services Division – this division assists businesses with filing of their registration, articles of organization, assumed business name, and trademarks. Additionally, the division is responsible for filing and maintaining records under the Uniform Commercial Code (UCC)
- Elections and Voter Services Division – this division assists Montana voters, candidates, and election officials. The division interprets election laws and provides guidance to ensure uniformity across Montana elections

- Operations Division – this division's primary functions include human resources, communications, fiscal management, information technology and security, official records, records management, administrative rules, and notary services

The following table shows the modified budget for the Secretary of State compared to expenditures through November 30, 2025.

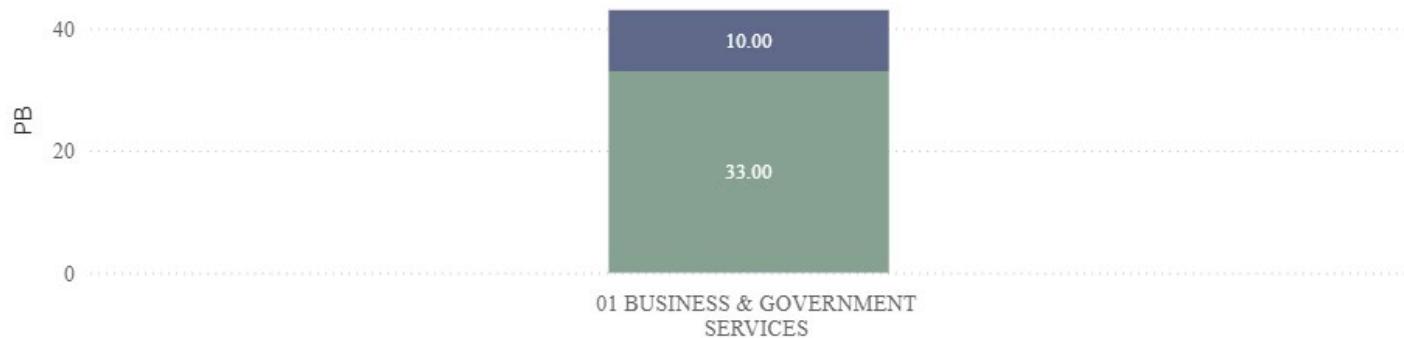
Expenditure Type	Modified Budget	Expended Budget	% Expended
⊕ Personal Services	4,546,453	1,495,137	32.9%
⊕ Operating Expenses	2,241,278	1,120,441	50.0%
⊕ Transfers-out	130,000	27,259	21.0%
<b>Total</b>	<b>6,917,731</b>	<b>2,642,837</b>	<b>38.2%</b>

The Secretary of State expended 38.2% of its modified proprietary fund budget through November 30, 2025. This is in line with anticipated expenditures at this point in the fiscal year.

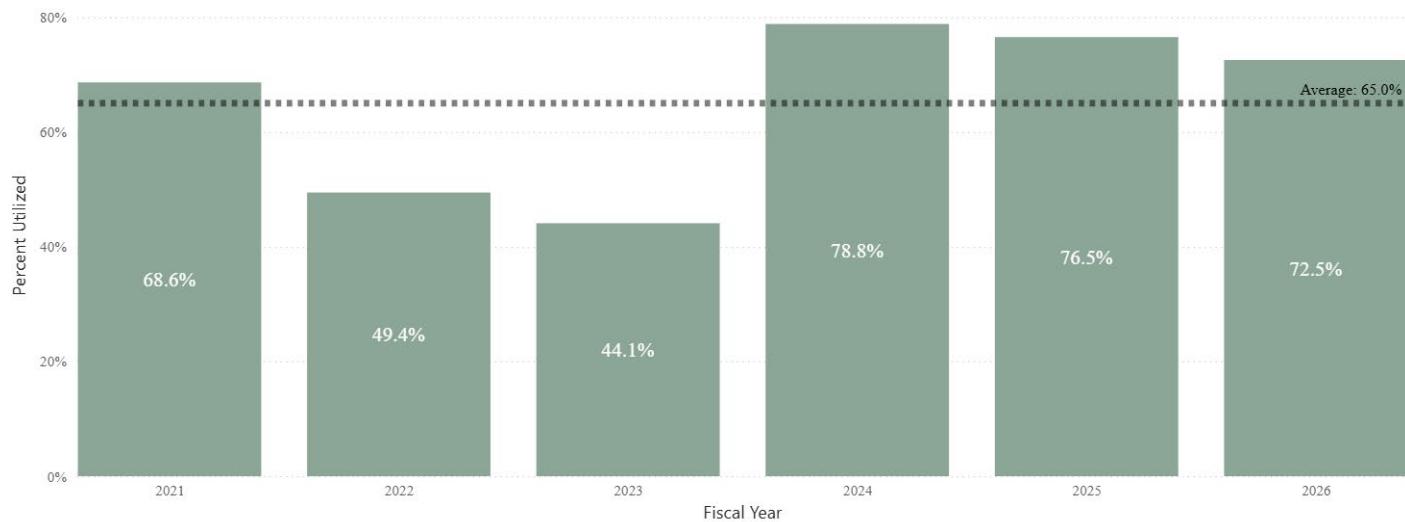
## Personal Services

Personal services make up 65.7% of the FY 2026 modified proprietary fund budget in the Secretary of State with approximately \$1.5 million or 32.9% expended through November 30, 2025. The following chart shows the filled and vacant positions budgeted (PB) within the agency as of November 1, 2025. The agency has 43.00 proprietary PB, and 76.7% of these positions were filled.

Position Status ● Filled ● Vacant



The chart below shows the hourly utilization percentage for the Secretary of State between July 1 and November 1 for each fiscal year when compared to the available hours for the same time period. Overall, the department has utilized 72.5% of the hours budgeted for FY 2026. This is above the five-year average of 65.0%.



The chart below shows the vacant PB, the number of months each position has been vacant, and the midpoint hourly pay rate. Of the 10.00 PB that are vacant, 4.00 PB have been vacant for 12 months or more.

### Vacant Positions Report

	PB	Median Months Vacant	Market Midpoint (Hourly)
✉ 32010 SECRETARY OF STATE	<b>10.00</b>	<b>16.30</b>	<b>14.93</b>
✉ 01 BUSINESS & GOVERNMENT SERVICES	<b>10.00</b>	<b>16.30</b>	<b>14.93</b>
Accounting Technician 1	1.00	33.97	16.23
Administrative Supervisor	1.00	97.77	40.00
Customer Service Assistant 1	2.00	2.41	13.63
Human Resources Generalist 1	1.00	28.92	23.58
Personal Staff/EO-Admin	3.00	11.02	
Program Officer 2	1.00	21.57	30.17
Program Specialist 1	1.00	9.97	27.86
<b>Total</b>	<b>10.00</b>	<b>16.30</b>	<b>14.93</b>