

Schedule 9: Cash Funds Reports
Department of State
FY 2025-26 Budget Request
Fund 2000 - Department of State Cash Fund
§24-21-104(3)(b) and §24-21-104(4) C.R.S.

	Actual	Actual	Appropriated/ Projected	Requested
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Year Beginning Fund Balance (A)	\$ 4,970,637	\$ 6,556,011	\$ 3,824,279	\$ 6,372,411
Changes in Cash Assets	\$ 1,397,924	\$ (2,975,142)	\$ 2,665,985	\$ (1,913,057)
Changes in Non-Cash Assets	\$ 159,668	\$ (121,410)	\$ 64,338	\$ (30,000)
Changes in Long-Term Assets	\$ -	\$ -	\$ -	\$ -
Changes in Total Liabilities	\$ 27,782	\$ 364,820	\$ (182,191)	\$ -
TOTAL CHANGES TO FUND BALANCE	\$ 1,585,374	\$ (2,731,732)	\$ 2,548,132	\$ (1,943,057)
Assets Total	\$ 8,974,639	\$ 5,878,088	\$ 8,608,411	\$ 6,665,354
Cash (B)	\$ 7,891,851	\$ 4,903,284	\$ 7,578,411	\$ 5,765,354
Other Assets (Prepaid Expenses)	\$ 987,071	\$ 865,662	\$ 930,000	\$ 900,000
Receivables	\$ 95,717	\$ 109,142	\$ 100,000	\$ -
Liabilities Total	\$ 2,418,628	\$ 2,053,809	\$ 2,236,000	\$ 2,236,000
Cash Liabilities (C)	\$ 2,418,628	\$ 2,053,809	\$ 2,236,000	\$ 2,236,000
Long Term Liabilities	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance (D)	\$ 6,556,011	\$ 3,824,279	\$ 6,372,411	\$ 4,429,354
Logical Test	TRUE	TRUE	TRUE	TRUE
Net Cash Assets - (B-C)	\$ 5,473,223	\$ 2,849,475	\$ 5,342,411	\$ 3,529,354
Change from Prior Year Fund Balance (D-A)	\$ 1,585,374	\$ (2,731,732)	\$ 2,548,132	\$ (1,943,057)

Cash Flow Summary				
Revenue Total	\$ 32,585,569	\$ 29,486,299	\$ 41,090,000	\$ 42,870,000
Fee Revenue	\$ 22,891,796	\$ 30,253,638	\$ 42,199,284	\$ 44,027,337
Fee Revenue - Backfill from General Fund (HB 22-1001)	\$ 8,435,000	\$ -	\$ -	\$ -
Credit Card Fees	\$ (629,684)	\$ (767,339)	\$ (1,109,284)	\$ (1,157,337)
Byrne JAG Sub-Grant from Department of Public Safety	\$ 175,099	\$ -	\$ -	\$ -
Cash Donations: BIC SIPA Grant	\$ 35,645	\$ -	\$ -	\$ -
Future Lease Component Payments (GASB 87 Accounting)	\$ -	\$ -	\$ -	\$ -
Future SIBITA Payments (GASB 96 Accounting)	\$ 1,669,744	\$ -	\$ -	\$ -
Other	\$ 7,969	\$ -	\$ -	\$ -
Fee Revenue from Forthcoming Fee Change	\$ -	\$ -	\$ -	\$ -
Expenses Total	\$ 31,000,195	\$ 32,218,031	\$ 38,414,873	\$ 44,683,057
Cash Expenditures	\$ 31,000,195	\$ 32,218,031	\$ 38,424,873	\$ 44,693,057
Backout of HAVA Funds (incl in total exp., but paid from Fund 20P0)	\$ -	\$ -	\$ (10,000)	\$ (10,000)
Net Cash Flow	\$ 1,585,374	\$ (2,731,731)	\$ 2,675,127	\$ (1,813,057)

Fund Expenditures Line Item Detail	Actual	Actual	Estimated	Requested
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Administration				
Personal Services	\$ 3,696,159.11	\$ 4,337,407.22	\$ 4,743,678.87	\$ 3,064,415.00
Workers Compensation	\$ 75,482.00	\$ 78,177.00	\$ 95,892.00	\$ 82,410.00
Operating Expenses	\$ 367,051.24	\$ 448,830.66	\$ 526,850.00	\$ 537,100.00
Legal Services	\$ 877,423.00	\$ 1,195,027.00	\$ 1,166,414.00	\$ 1,466,850.00
Outside Legal Services	\$ -	\$ -	\$ 20,000.00	\$ 25,000.00
Administrative Law Judge Services	\$ 71,968.00	\$ 32,857.00	\$ 48,950.00	\$ 10,585.00
Payment to Risk Management and Property Funds	\$ 262,320.00	\$ 384,455.00	\$ 104,384.00	\$ 114,716.00
Vehicle Lease Payments	\$ 10,144.00	\$ 10,431.12	\$ 10,827.12	\$ 11,142.00
Leased Space (includes GASB 87 impact)	\$ 1,303,579.00	\$ 1,383,578.96	\$ 1,442,579.00	\$ 1,499,579.00
CORE Operations	\$ 23,056.00	\$ 14,820.00	\$ 4,744.00	\$ 13,827.00
Indirect Cost Assessment	\$ 259,249.00	\$ 334,424.00	\$ 309,604.00	\$ 238,824.00
Discretionary Fund	\$ -	\$ -	\$ -	\$ 5,000.00
Payments to OIT	\$ 292,397.00	\$ 435,934.36	\$ 480,141.90	\$ 348,477.00
PERA Direct Distribution	\$ 282,593.00	\$ 42,358.00	\$ 269,595.00	\$ 279,279.00
Byrne JAG Sub-Grant from Department of Public Safety	\$ 175,098.50	\$ -	\$ -	\$ -
Wells Fargo Payment Gateway Fees (unbudgeted expense)	\$ 69,795.98	\$ 70,506.60	\$ 82,775.70	\$ 87,000.00
Old Age Pension Transfer (§26-2-113(2)(A)(I) C.R.S.)	\$ 59,065.00	\$ 96,220.00	\$ 100,000.00	\$ 90,000.00
POTS Allocations for FY 2025-26	\$ -	\$ -	\$ -	\$ 4,529,143.00
OSC Entries	\$ -	\$ -	\$ -	\$ -
<i>Division Subtotal</i>	<i>\$ 7,825,380.83</i>	<i>\$ 8,865,026.92</i>	<i>\$ 9,406,435.59</i>	<i>\$ 12,403,347.00</i>
IT Services				
Personal Services	\$ 5,849,517.19	\$ 6,662,213.24	\$ 6,395,738.96	\$ 7,372,054.00
Operating Expenses	\$ 359,366.23	\$ 481,679.46	\$ 778,386.00	\$ 4,326,750.00
Hardware/Software Maintenance	\$ 3,973,035.56	\$ 2,735,514.45	\$ 2,943,020.00	\$ -
Information Technology Asset Management	\$ 363,613.90	\$ 445,418.00	\$ 435,418.00	\$ -
<i>Division Subtotal</i>	<i>\$ 10,545,532.88</i>	<i>\$ 10,324,825.15</i>	<i>\$ 10,552,562.96</i>	<i>\$ 11,698,804.00</i>

Elections				
Personal Services	\$ 3,989,939.58	\$ 4,530,557.81	\$ 5,400,773.04	\$ 3,980,622.00
Operating Expenses	\$ 332,644.86	\$ 278,985.79	\$ 499,593.00	\$ 491,189.00
HAVA (LB Info Item, paid out of different fund)	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00
HAVA 2020 Title I Election Security Grant - State Match	\$ 566,528.31	\$ 162,035.86	\$ -	\$ -
HAVA 2022 Title I Election Security Grant - State Match	\$ -	\$ 234,488.00	\$ -	\$ -
HAVA 2023 Title I Election Security Grant - State Match	\$ -	\$ -	\$ 234,488.00	\$ -
HAVA 2024 Title I Election Security Grant - State Match (R-01)	\$ -	\$ -	\$ -	\$ 200,000.00
Local Election Reimbursement	\$ 3,118,410.96	\$ 3,181,458.47	\$ 7,402,149.90	\$ 10,746,664.00
Initiative and Referendum	\$ 107,860.00	\$ 107,860.00	\$ 204,199.37	\$ 165,000.00
Document Management (IDS DSG)	\$ 684,916.00	\$ 741,956.00	\$ 664,980.00	\$ 802,526.00
<i>Division Subtotal</i>	<i>\$ 8,800,299.71</i>	<i>\$ 9,237,341.93</i>	<i>\$ 14,416,183.31</i>	<i>\$ 16,396,001.00</i>
Business & Licensing				
Personal Services	\$ 3,078,475.67	\$ 3,424,006.78	\$ 3,597,793.99	\$ 3,696,745.00
Operating Expenses	\$ 77,074.83	\$ 104,783.96	\$ 153,315.00	\$ 180,065.00
BIC Personal Services	\$ 600,828.77	\$ 262,046.00	\$ 279,948.00	\$ 318,095.00
BIC Operating Expenses	\$ 36,957.77	\$ -	\$ -	\$ -
BIC Donations	\$ -	\$ -	\$ 18,634.06	\$ -
BIC FY 2023 SIPA Grant	\$ 35,644.66	\$ -	\$ -	\$ -
<i>Division Subtotal</i>	<i>\$ 3,828,981.70</i>	<i>\$ 3,790,836.74</i>	<i>\$ 4,049,691.05</i>	<i>\$ 4,194,905.00</i>
Total	\$ 31,000,195.12	\$ 32,218,030.74	\$ 38,424,872.91	\$ 44,693,057.00

Cash Fund Reserve Balance	Actual	Actual	Estimated	Requested
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Uncommitted Fee Reserve Balance (total reserve balance minus exempt assets and previously appropriated funds; calculated based on % of revenue from fees)	\$3,656,188	\$2,876,064	\$5,551,191	\$3,738,134
Target/Alternative Fee Reserve Balance (amount set in statute or 16.5% of total expenses)	\$6,836,766	\$5,196,621	\$6,338,454	\$3,170,555
Excess Uncommitted Fee Reserve Balance (Amount Under the Maximum Reserve)	(\$3,180,578)	(\$2,320,557)	(\$787,263)	\$567,580
Compliance Plan (narrative)	The Department of State Cash Fund was in compliance with the Alternative Maximum Reserve at the end of FY 2023-24.			

Cash Fund Narrative Information	
Purpose/Background of Fund	All fees collected by the Department of State shall be transmitted to the state treasurer, who shall credit the same to the department of state cash fund, which fund is hereby created. All moneys credited to the department of state cash fund shall be used as provided in this section and shall not be deposited in or transferred to the general fund of this state or any other fund. The moneys credited to the department of state cash fund shall be available for appropriation by the general assembly to the department of state in the general appropriation bill or pursuant to section 24-9-105 (2) C.R.S. (§24-21-104(3)(b) C.R.S.).
Fee Sources	It is the duty of the secretary of state to charge fees, which shall be determined and collected pursuant to subsection (3) of this section, for filing each body corporate and politic document, for filing each facsimile signature, for each notary public's commission, for each foreign commission, for each official certificate, for administering each oath, for all transcripts or copies of papers and records, computer tapes, microfilm, or microfiche, and for other papers officially executed and other official work that may be done in the secretary of state's office. §24-21-104(1)(a) C.R.S.
Non-Fee Sources	<ul style="list-style-type: none"> -Donations and grants to the BIC program as permitted by §24-21-116(8) C.R.S. -Other donations and grants, other than those under HAVA, as allowed by statute -Refunds of prior year expenditures - In FY 2021-22 and FY 2022-23 there are non-cash accounting entries to comply with GASB 87 and GASB 96 implementation
Long Bill Groups Supported by Fund	Department of State: (1) Administration (VCVAA), (2) Information Technology (VCVBA), (3) Elections (VCVBD), and (4) Business and Licensing (VCVBT)