

of employees and the amount of money necessary for the operation of the board.

1. *Mechanization of records and transaction.*
2. *Mechanization and standardization of the testing procedure.*
3. *Make the reports of performance effective.*
4. *An improvement of the oral examination methods.*
5. *Establishment of stricter requirements to appear before the Personnel Board on appeals from oral examinations and reports of performance.*

We shall look forward to a reduction in staffing expenditures in the Personnel Board within the next year or two because of the adoption of these suggestions.

Secretary of State

Analysis of Proposed Expenditures for the 1947-48 Fiscal Year

For Support of the Secretary of State, From the General Fund

Item 34, page 5 of the Budget Bill and pages 40 to 42, inclusive, of the Budget.

Amount requested is \$121,005 from the General Fund. This represents an increase of \$26,556 or 28.1 percent over actual expenditures of \$94,449 for the 1945-46 Fiscal Year and an increase of \$4,370 or 3.7 percent over the amount of \$116,635 allowed for expenditure in the 1946-47 Fiscal Year.

Proposed expenditures for 1947-48 are distributed as follows:

<i>Object</i>	<i>Estimated 1946-47</i>	<i>Proposed 1947-48</i>	<i>Increase or decrease</i>	
			<i>Amount</i>	<i>Percent</i>
Salaries and wages -----	\$92,823	\$96,255	\$3,432	3.7
Operating expenses -----	27,412	28,100	688	2.5
Equipment -----	1,000	1,150	150	15.0
	<hr/> \$121,235	<hr/> \$125,505	<hr/> \$4,270	<hr/> 3.5
Reimbursements -----	—4,600	—4,500	100	2.2
	<hr/> \$116,635	<hr/> \$121,005	<hr/> \$4,370	<hr/> 3.7

Of the total increase of \$4,370 budgeted for 1947-48, \$3,432 is for salaries and wages, \$688 is for operating expenses, and \$150 is for equipment. Reimbursements from other agencies for photostat services are estimated to decrease by \$100.

The number of employees budgeted for support from the General Fund is 29, a continuation of the present number, which was increased from 26 in 1945-46 to take care of increased workload arising principally from increased domestic corporation fees. This activity should probably be maintained during the 1947-48 Fiscal Year.

\$1,455 is budgeted for proposed new positions, providing for increasing the position of Counsel from a three-fourths-time basis to a full-time basis.

Recommendation

In the past year the Secretary of State's office has followed the practice of notifying license applicants of the results of their applications by long distance telephone, in cases where requests have been made for special treatment. This is a service beyond that ordinarily expected or required, and additional costs so incurred should be charged to the applicant.

We recommend, therefore, that the amount of \$2,200 proposed for administration telephone expense be reduced to \$1,900, effecting a saving of \$300 for the 1947-48 Fiscal Year. This will reduce Item 34 by \$300 to \$120,705.

For Printing Roster of Public Officials, Secretary of State

Item 35, page 5 of the Budget Bill and page 40 of the Budget. Amount budgeted is \$4,500, an increase of \$388 or 9.4 percent over 1946-47. This increase reflects estimated increase in cost of printing.

Recommendation

We recommend approval for \$4,500 as proposed.

For Support of Collection Agency Division, Secretary of State,
From Collection Agency Fund

Item 36, page 5 of the Budget Bill and pages 42-43 of the Budget. Amount requested is \$27,258 payable from the *Collection Agency Fund*. This is an increase of \$3,861 or 16.5 percent over estimated expenditures of \$23,397 in 1946-47.

Wages and salaries for this self-supporting agency are budgeted to increase \$4,357. \$5,400 is provided for two proposed new positions. These positions are listed as follows:

<i>Number of positions</i>	<i>Classification</i>	<i>Salary Range</i>	<i>1947-48 Cost</i>
1	Assistant Superintendent of Collection Agencies	310 (15) 370	\$3,720
1	Junior Stenographer-Clerk	140 (10) 170	1,680
<hr/> 2			<hr/> \$5,400

The added positions are requested to take care of increased workload arising from an expansion in applications for collection agency licenses. License fees are estimated to rise from \$17,000 in 1946-47 to \$19,000 in 1947-48. It is probable that there will be a return to more normal competitive conditions in the market for consumers' goods during the 1947-48 Fiscal Year, with an attendant increase in requests for collection agency licenses. The proposed new positions appear justified.

Operating expenses are budgeted to increase \$1,355 or 15.7 percent over 1946-47, and equipment is budgeted at \$1,643, a decline of 53 percent from 1946-47.

Recommendation

We recommend that Item 36 be approved for \$27,258, the amount requested.