



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 010 - Bond Retirement and Interest

**Category:** Government Administration and Support

**Bond Retirement and Interest**

This activity includes the payment of principal and interest on outstanding long-term bond debt of the State of Washington, and costs associated with bond sales. Staff who administer bond sales and debt management are not included in this agency. They are included in the Office of the State Treasurer.

**Total \$** \$1,740,208,000

**GFS \$** \$1,251,110,000

**Other \$** \$489,098,000

**FTEs** 0.0

**Agency Priority:** None

**Expected Results**

**Sub-Total for Agency 010 - Bond Retirement and Interest**

**Totals** \$1,740,208,000

**GFS** \$1,251,110,000

**Other** \$489,098,000

**FTEs** 0.0



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 011 - House of Representatives

**Category:** Legislature

**Legislative Policy Setting**

The House of Representatives is half of the bicameral legislative branch of government established in the Washington State Constitution. Its primary function is to pass laws and make policy for the state of Washington jointly with the Senate.

Other Funds: Retirement Systems Expense-State

**Expected Results**

**Total \$** \$57,853,159

**GFS \$** \$57,808,159

**Other \$** \$45,000

**FTEs** 392.7

**Agency Priority:** None

**Sub-Total for Agency 011 - House of Representatives**

**Totals** \$57,853,159

**GFS** \$57,808,159

**Other** \$45,000

**FTEs** 393.0



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 012 - Senate

**Category:** Legislature

**Legislative Policy Setting**

The Senate is half of the bicameral legislative branch of government established in the Washington State Constitution. Its primary function is to pass laws and make policy for the state of Washington jointly with the House of Representatives.

Other Funds: Retirement Systems Expense-State

**Expected Results**

**Total \$** \$47,807,878

**GFS \$** \$47,762,878

**Other \$** \$45,000

**FTEs** 318.0

**Agency Priority:** None

**Sub-Total for Agency 012 - Senate**

**Totals** \$47,807,878

**GFS** \$47,762,878

**Other** \$45,000

**FTEs** 318.0



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 014 - Joint Leg. Audit & Review Committee

**Category:** Legislature

**Program Evaluations and Studies for State Legislature**

The objective of the Legislative Audit and Review Committee (JLARC) is to provide the Legislature with analysis and recommendations on issues of legislative concern. JLARC conducts performance audits, program evaluations, policy studies, Sunset Act program reviews, and other studies which are intended to provide the Legislature with the information it needs to make cost-effective use of the taxpayer's dollar.

**Total \$** \$4,444,730

**GFS \$** \$4,444,730

**Other \$** \$0

**FTEs** 20.0

**Agency Priority:** None

**Expected Results**

**Sub-Total for Agency 014 - Joint Leg. Audit & Review Committee**

**Totals** \$4,444,730

**GFS** \$4,444,730

**Other** \$0

**FTEs** 20.0



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 015 - Leg Transportation Committee

**Category:** Legislature

**Research and Financial Analysis of Transportation Issues**

The Legislative Transportation Committee provides research and fiscal analysis of transportation issues and budgets for both houses of the Legislature. During and between legislative sessions, the Committee conducts special studies providing analysis of transportation related legislation, agency programs, and budget requests.

Other Funds: Motor Vehicle Account

**Expected Results**

**Total \$** \$3,528,856

**GFS \$** \$0

**Other \$** \$3,528,856

**FTEs** 13.5

**Agency Priority:** None

**Sub-Total for Agency 015 - Leg Transportation Committee**

**Totals** \$3,528,856

**GFS** \$0

**Other** \$3,528,856

**FTEs** 14.0



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 020 - Leg Evaluation & Account Prog Comm

**Category:** Legislature

**Information Services and Support for Legislature**

The Legislative Evaluation and Accountability Program (LEAP) Committee is a bi-partisan committee serving under the direction and control of the Legislature to provide information support for legislative fiscal analysis and policy making. The Committee provides the Legislature and its staff with information technology services and support needed to enable legislative budget development and in-depth analysis and monitoring of state agency expenditures, budgets, and related fiscal matters.

**Total \$** \$3,492,219

**GFS \$** \$2,790,472

**Other \$** \$701,747

**FTEs** 14.2

**Agency Priority:** None

Other Funds: Public Works Assistance Account, Motor Vehicle Account-State

**Expected Results**

**Sub-Total for Agency 020 - Leg Evaluation & Account Prog Comm**

**Totals** \$3,492,219

**GFS** \$2,790,472

**Other** \$701,747

**FTEs** 14.0



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 035 - Office of State Actuary

**Category:** Legislature

**Actuarial Analysis for Pensions and Investments**

The Office of the State Actuary performs actuarial services for the Department of Retirement Systems; advises the Legislature and Governor regarding pension benefits, funding policies, and investment policies for the state retirement systems' assets; consults with the Legislature and Governor concerning determination of actuarial assumptions; prepares reports on each pension bill introduced in the Legislature; and provides such actuarial services to the Legislature as may be requested.

Other Funds: Retirement Systems Expense-State

**Expected Results**

<b>Total \$</b>	<u>\$2,084,485</u>
<b>GFS \$</b>	\$0
<b>Other \$</b>	\$2,084,485
<b>FTEs</b>	<u>10.5</u>
<b>Agency Priority:</b>	None

**Sub-Total for Agency 035 - Office of State Actuary**

<b>Totals</b>	<u>\$2,084,485</u>
<b>GFS</b>	\$0
<b>Other</b>	\$2,084,485
<b>FTEs</b>	<u>11.0</u>



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 038 - Joint Legislative Systems Committee

**Category:** Legislature

**Information Technology and Telecommunications Services**

The Joint Legislative Systems Committee oversees information technology in the Legislature and enforces the policies, procedures, and standards established by the Committee. It functions primarily through the activities of its operating arm, the Legislative Service Center (LSC), which provides a full range of information technology services to the House, Senate, and legislative subagencies. LSC's services include computing and telecommunications operations, equipment maintenance and repair, applications support, customer training, and help desk support. LSC also provides selected services to certain non-legislative customers. In addition, LSC provides support for electronic public access to legislative information. The Joint Legislative Systems Committee was created by the 49th Legislature in 1986.

**Total \$** \$15,662,168

**GFS \$** \$13,659,286

**Other \$** \$2,002,882

**FTEs** 49.5

**Agency Priority:** None

Other Funds: Legislative Systems Revolving Account-Nonappropriated

**Expected Results**

**Sub-Total for Agency 038 - Joint Legislative Systems Committee**

**Totals** \$15,662,168

**GFS** \$13,659,286

**Other** \$2,002,882

**FTEs** 50.0



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 040 - Statute Law Committee

**Category:** Legislature

**Modification, Publication and Revision of State Laws**

The activities of the Statute Law Committee, and the Code Reviser who serves as its secretary, include codifying, indexing, and publishing the Revised Code of Washington and also revising, correcting, and reconciling the statutes by means of administrative or suggested legislative action. The Statute Law Committee functions as the official bill-drafting arm of the Legislature and its various committees, and prepares and prints for the Legislature all bills, memorials, resolutions, amendments, and conference reports. Under the authority in RCW 34.05.210, the Code Reviser also compiles, indexes, and publishes the Washington Administrative Code (WAC) and the Washington State Register (WSR). The Code Reviser's office sells the WAC and subscriptions to the Register. The Order Typing Service (OTS) provides a typing and editorial service to state agencies drafting administrative rules.

**Total \$** \$10,501,565

**GFS \$** \$8,101,921

**Other \$** \$2,399,644

**FTEs** 54.0

**Agency Priority:** None

Other Funds: Statute Law Committee Publications Account-Nonappropriated

**Expected Results**

**Sub-Total for Agency 040 - Statute Law Committee**

**Totals** \$10,501,565

**GFS** \$8,101,921

**Other** \$2,399,644

**FTEs** 54.0



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 045 - Supreme Court

**Category:** Public Safety and Criminal Justice

**Adjudication for State Courts**

The Supreme Court is the final rule-making body for all other state courts. It administers the state court system and supervises certain activities of the Washington State Bar Association, including attorney discipline. The Court hears and rules upon cases argued on the appeal calendar, and reviews all cases in which the death penalty has been imposed.

**Total \$** \$10,987,000

**GFS \$** \$10,987,000

**Other \$** \$0

**FTEs** 64.3

**Agency Priority:** None

**Expected Results**

**Sub-Total for Agency 045 - Supreme Court**

**Totals** \$10,987,000

**GFS** \$10,987,000

**Other** \$0

**FTEs** 64.0



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 046 - State Law Library

**Category:** Special Government Services

**Legal Reference and Research Services**

The State Law Library maintains a legal research library and provides legal reference service to state government and the public. The library is located in the Temple of Justice in Olympia and is open from 8:00 a.m. to 5:00 p.m. weekdays (except for holidays). The collection currently exceeds 330,000 bound and microform volumes; on-line legal information retrieval is also available. In addition, three branch libraries are maintained at the Courts of Appeals in Seattle, Tacoma, and Spokane. The primary function of the State Law Library is to provide a legal research library for the use of state officials, staff and employees of the judicial, legislative, and executive branches of government, including all commissions, agencies and boards. Law Library reference and lending services are also provided statewide to local governments and members of the bar. The State Law Library is open to the public; legal materials may be used in the library or borrowed through local libraries on an interlibrary loan basis. The State Law Library also advises administrative bodies of county law libraries on developing and improving county law library services. State law (RCW 27.20) establishes the State Law Library as part of the judicial branch of government under the jurisdiction of the Supreme Court.

**Total \$**           \$4,011,335

**GFS \$**           \$4,011,335

**Other \$**                 \$0

**FTEs**                    15.0

**Agency Priority:** None

**Expected Results**

**Sub-Total for Agency 046 - State Law Library**

**Totals**           \$4,011,335

**GFS**           \$4,011,335

**Other**                 \$0

**FTEs**                   15.0



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 048 - Court of Appeals

**Category:** Public Safety and Criminal Justice

**Adjudication and Appeals from Lower Courts**

The primary purpose of the Court of Appeals is to serve as the intermediary appellate court for the state of Washington in the adjudication of laws. Statutes give the Court exclusive appellate jurisdiction in almost all appeals from a lower court decision. Court rules require the Court to accept review of a final judgment entered in any action in Superior Court. The Court operates in three divisions in Seattle, Tacoma, and Spokane.

**Total \$** \$25,618,000

**GFS \$** \$25,618,000

**Other \$** \$0

**FTEs** 150.0

**Agency Priority:** None

**Expected Results**

**Sub-Total for Agency 048 - Court of Appeals**

**Totals** \$25,618,000

**GFS** \$25,618,000

**Other** \$0

**FTEs** 150.0



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 050 - Commission On Judicial Conduct

**Category:** Public Safety and Criminal Justice

**Judicial Conduct Review**

The Commission on Judicial Conduct reviews complaints concerning the ethical conduct of judges, state officers and state employees of the judicial branch. The Commission, an 11-member body composed of jurists, attorneys and representatives of the public, may impose sanctions, recommend disciplinary action, and issue decisions in the interest of both judicial independence and public accountability. The Commission was created by constitutional amendment as an independent agency of the judicial branch of government.

Commission activities commence with a complaint from which follows a mandatory process involving four distinct constitutionally required phases: preliminary investigation (96.1% of the complaints are resolved at this stage), initial proceedings (2.9%), public fact-finding hearing (.5%) and Supreme Court review (.5%) . The outcome at the end of each state dictates whether further proceedings are necessary.

**Expected Results**

<b>Total \$</b>	<u>\$1,939,000</u>
<b>GFS \$</b>	\$1,939,000
<b>Other \$</b>	\$0
<b>FTEs</b>	<u>9.6</u>
<b>Agency Priority:</b>	High

**Sub-Total for Agency 050 - Commission On Judicial Conduct**

<b>Totals</b>	<u>\$1,939,000</u>
<b>GFS</b>	\$1,939,000
<b>Other</b>	\$0
<b>FTEs</b>	<u>10.0</u>



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 055 - Office of Administrator for Courts

**Category:** Public Safety and Criminal Justice

**Administration and Support for State Courts**

The Office of the Administrator for the Courts, operating under the direction of the Chief Justice of the Supreme Court, is responsible for the execution of administrative policies and rules applicable to Washington State's judicial system. This court system includes the Supreme Court, Court of Appeals, superior courts, and courts of limited jurisdiction. The Office is responsible for the orderly collection and compilation of court statistics; operation of the judicial information system; training and education of judicial staff; and research, development, and administrative support for judicial staff.

Other Funds: Public Safety and Education Account = \$27,468,000; Judicial Information Systems Account-State=\$27,758,000.

**Expected Results**

**Total \$** \$85,514,000

**GFS \$** \$30,288,000

**Other \$** \$55,226,000

**FTEs** 358.7

**Agency Priority:** None

**Sub-Total for Agency 055 - Office of Administrator for Courts**

**Totals** \$85,514,000

**GFS** \$30,288,000

**Other** \$55,226,000

**FTEs** 359.0



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 056 - Office of Public Defense

**Category:** Public Safety and Criminal Justice

**Public Defense**

The Office of Public Defense was established by the 1996 Legislature to administer constitutionally required funds for expenses incurred by indigent criminal defendants on appeal.

Other Funds: Public Safety and Education Account-State \$12,363,844

**Expected Results**

**Total \$** \$12,963,844

**GFS \$** \$600,000

**Other \$** \$12,363,844

**FTEs** 6.0

**Agency Priority:** None

**Sub-Total for Agency 056 - Office of Public Defense**

**Totals** \$12,963,844

**GFS** \$600,000

**Other** \$12,363,844

**FTEs** 6.0



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 075 - Office of the Governor

**Category:** Government Administration and Support

**Executive Operations for Governor's Office**

The Governor is the chief executive officer of the state, responsible for the overall administration of the affairs of the state of Washington. The Office of the Governor includes staff who assist the Governor with administrative support, communicating with the public, and representing the Governor's policy recommendations to the Legislature.

**Total \$**           \$6,903,000

**GFS \$** \$6,903,000

**Other \$** \$0

**FTEs** 36.0

**Agency Priority:** High

**Expected Results**

To make Washington State a better place to live, work, and raise a family.

**Category:** Natural Resources and Environmental Management

**Puget Sound Water Quality Action Team**

The Puget Sound Water Quality Action Team coordinates the activities of state and local agencies to protect and restore the biological health and diversity of Puget Sound for the enjoyment and use by Washington's citizens. The Action Team accomplishes coordination of Puget Sound activities by (1) establishing biennial work plans and budgets that delineate state and local actions necessary to protect Puget Sound; (2) coordinating monitoring and research programs; (3) identifying and resolving any policy or rule conflicts; (4) providing technical assistance to local governments; (5) promoting extensive public participation; (6) broadly disseminating information about Puget Sound; and (7) assessing and reporting on the successes and opportunities for improvement of each biennial work plan.

**Total \$**           \$5,108,000

**GFS \$** \$0

**Other \$** \$5,108,000

**FTEs** 26.0

**Agency Priority:** Low

The beneficiaries of this state activity are (1) citizens of the state whose enjoyment and use of Puget Sound are protected; (2) local jurisdictions that receive technical assistance for their activities to protect and restore Puget Sound; and (3) state agencies that find efficiencies and improve effectiveness through coordination of programs and outreach activities.

Activities of the Action Team are authorized by Chapter 90.71 of the RCW and Section 320 of the federal Clean Water Act, which recognizes Puget Sound as an estuary of national significance.

**Expected Results**

The (draft) 2003-2005 Puget Sound Water Quality Work Plan specifies biennial outcome measures. Highlights include: three projects to remove dikes to restore estuarine habitat; remediation of 500 acres of contaminated sediment; and improved conditions at 1,000 acres of shellfish beds to restore commercial harvest.



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 075 - Office of the Governor

**Category:** Social Services and Income Maintenance

**Office of the Family and Children's Ombudsman**

Established by the Legislature in 1996, the Office of the Family and Children's Ombudsman (OFCO) is responsible for investigating complaints against state agencies which involve the protection of children from abuse and neglect, and/or the provision of child welfare services. OFCO is also responsible for recommending changes for improving the child protection/welfare system.

**Total \$**           \$990,000

**GFS \$**           \$990,000

**Other \$**           \$0

**FTEs**             6.0

**Agency Priority:** High

**Expected Results**

OFCO will investigate complaints within existing staff. Complaints to OFCO have increased by 70% since 1999. OFCO staff has remained constant despite the substantial increase of complaints. OFCO will research issues facing Washington's child welfare system, (such as: child fatalities related to child abuse and neglect; kinship care; and long term foster care for special needs adolescents) as well as other systemic concerns that may become evident through OFCO's complaint tracking system. OFCO will document issues in published reports, and share our findings and recommendations with DSHS administration, elected officials, stake holders within the child welfare system, as well as with the general public. Reports may include specific systemic or acute investigative reports as determined by the Director Ombudsman, and/or the agency's annual report to the Governor and the Legislature.

**Category:** Government Administration and Support

**Maintenance of Governor's Mansion**

A residence is provided by the state for the Governor's use so that ceremonial responsibilities may be fulfilled. The Executive Mansion was built in 1908 and state guests have been entertained there for the past 89 years. In 1996, approximately 5,000 people toured the mansion and approximately 5,000 attended the 90 events held there. The public rooms are furnished with period furniture provided by the Governor's Mansion Foundation, a private non-profit organization. The Governor's personal expenses are the responsibility of the Governor and are not included in the mansion budget.

**Total \$**           \$288,000

**GFS \$**           \$288,000

**Other \$**           \$0

**FTEs**             0.0

**Agency Priority:** Medium

**Expected Results**

Maintain the Mansion as the Governor's residence, while allowing public access.

**Sub-Total for Agency 075 - Office of the Governor**

**Totals**           \$13,289,000

**GFS**           \$8,181,000

**Other**         \$5,108,000

**FTEs**           68.0



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 076 - Special Approp to the Governor

**Category:** Debt Service, Pensions, and Special Appropriations

**Tort Claim Payments and Special Appropriations**

**Total \$** \$93,777,791

This activity also includes special appropriations made to the Governor for compensation and other adjustments to state agencies and funds.

**GFS \$** \$67,802,791

**Other \$** \$25,975,000

Other Funds: Various other funds, depending upon items funded.

<b>FTEs</b>	0.0
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**Agency Priority:** None

**Expected Results**

**Sub-Total for Agency 076 - Special Approp to the Governor**

<b>Totals</b>	<u>\$93,777,791</u>
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<b>GFS</b>	<u>\$67,802,791</u>
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<b>Other</b>	<u>\$25,975,000</u>
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<b>FTEs</b>	<u>0.0</u>
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State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 080 - Office of Lieutenant Governor

**Category:** Government Administration and Support

**Executive Operations for Lieutenant Governor's Office**

The Lieutenant Governor, elected independently of the Governor, has a constitutional responsibility to act as Governor if the Governor is unable to perform his/her duties; serve as the presiding officer (President) of the Senate; and discharge other duties prescribed by law. The Lieutenant Governor appears at multiple events throughout the year by invitation of Constituents. Frequently, at the Governor's request, the Lieutenant Governor represents the state at public and private functions.

The Lieutenant Governor serves as Chairman of:

- Senate Rules Committee
- Legislative Committee on Economic Development established by Chapter 44.52 RCW. The committee or its subcommittees are authorized to study and review economic development issues with special emphasis on international trade, tourism, investment, and industrial development, and to assist the legislature in developing a comprehensive and consistent economic development policy.

The Lieutenant Governor serves as a member of: State Finance Committee, State Capitol Committee, Health Care Facilities Authority, Business License Center Board of Review, Higher Education Facilities Authority, State Medal of Merit Committee, Public Deposit Protection Commission

The Lieutenant Governor has received national recognition for his leadership in substance abuse issues. His community involvement continues to be a critical element in the campaign to support the values of safe and healthy communities for all the citizens of the State of Washington.

This budget includes staff that assists the Lieutenant Governor with administrative support, communicating with the public, and representing the Lieutenant Governor's policy recommendations to the Legislature.

**Expected Results**

<b>Total \$</b>	<u>\$864,000</u>
<b>GFS \$</b>	\$864,000
<b>Other \$</b>	\$0
<b>FTEs</b>	<u>8.0</u>
<b>Agency Priority:</b>	High

**Sub-Total for Agency 080 - Office of Lieutenant Governor**

<b>Totals</b>	<u>\$864,000</u>
<b>GFS</b>	\$864,000
<b>Other</b>	\$0
<b>FTEs</b>	<u>8.0</u>



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 082 - Public Disclosure Commission

**Category:** Special Government Services

**Providing the Public with Timely Access to Certain Campaign, Lobbying & Financial Information**

As required by law, the Public Disclosure Commission (PDC) provides full and timely public access to reliable political finance data through:

- \* maintaining a secure, comprehensive and user-friendly Web site that enables the public to view images of actual disclosure reports, conduct in-depth searches of campaign contribution and expenditure data, and examine staff generated summaries of lobbying expenditures;
- \* designing, developing and maintaining electronic filing alternatives for campaigns, lobbyists, lobbyist employers and personal financial affairs filers;
- \* assisting filers to fulfill their statutory reporting requirements, including mandatory electronic filing, by providing formal training sessions, instructional manuals, help screens and telephone and e-mail assistance;
- \* entering selected data from paper reports filed by campaigns, lobbyists, lobbyist employers, and persons required to submit personal financial affairs statements; and
- \* reviewing publicly accessible data in order to assure the public and filers of the uniformity and accuracy of the data being disseminated.

With the passage of Initiative 276 in 1972, the citizens said that political campaign and lobbying contributions and expenditures are to be fully disclosed to the public and that secrecy is to be avoided. Further, in 1999, the Legislature found that failure to provide the public with full and timely access to campaign finance and lobbying expenditure information threatened to undermine our electoral process. These and other provisions of Washington's disclosure law dictate that the public has convenient and unfettered access to up-to-date political finance information.

[Statutory citations relating to public access to information: RCW 42.17.010 Declaration of policy, .360 Commission -- Duties, .367 Web site for commission documents, .369 Electronic filing -- Availability, .460 Access to reports -- Legislative intent, and .461 Access goals]

**Expected Results**

According to RCW 42.17.461, copies of campaign and lobbying disclosure reports, or data from those reports, filed electronically are to be available on the PDC's web site within two business days of receipt by the agency. Actual performance surpasses this goal. Data from electronically filed reports are available within 15 minutes of being sent by the filer.

For campaigns and lobbyists filing on paper, copies of the reports or data are to be available within four business days of receipt. Again, actual performance exceeds this goal. Images of paper reports are Internet accessible the same day that the reports are received and data from selected campaigns are also entered by PDC staff within an average of two days.

**Total \$**            \$2,428,650

**GFS \$** \$2,428,650

**Other \$** \$0

<b>FTEs</b>	18.0
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**Agency Priority:** High



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 082 - Public Disclosure Commission

**Category:** Special Government Services

**Enforcement of Public Disclosure Laws**

As required by law, the PDC a) monitors whether persons subject to the law file their reports on time, b) initiates investigations upon receiving complaints from the public or on its own motion, and c) enforces the law based on the powers granted it by law.

The public, the vast majority relating to the campaign financing provisions of the statute, files approximately 100 complaints annually. Upon receipt, complaints are reviewed for sufficiency. That is, would the alleged actions, if true, constitute violations of the law? Following this review, a complaint is either returned with no action or the persons complained about are given an opportunity to reply to the allegations. In addition, depending upon the nature and complexity of the alleged violation(s), documents may be examined and witnesses interviewed. Production of a report of investigation and, if appropriate, a statement of charges concludes this process.

Following the investigation, complaints are either dismissed, because evidence of a material violation was not found, or the respondents are scheduled for an administrative hearing. Less serious alleged violations are heard at a brief enforcement hearing conducted by the Commission Chair that may result in dismissal of the complaint or a penalty not exceeding \$500.

The full Commission hears some 12 to 15 enforcement cases annually. The Commission, sitting as a quasi-judicial body, may dismiss the charges, impose sanctions, including fines of no more than \$2,500, enter into settlement agreements that may entail higher penalties, or refer the case to the Office of the Attorney General for appropriate action. As required by law, all hearings are conducted in accordance with the Administrative Procedure Act and findings of violations may be appealed to superior court.

With the passage of Initiative 276 in 1972, the public directed the Commission to enforce the campaign finance, lobbying and personal financial affairs provisions of the law. In 1976, the Legislature authorized the Commission to impose penalties on violators (as opposed to simply forwarding findings of apparent violations to the Attorney General or county prosecutors). Without expeditious, vigorous and equitable enforcement of the disclosure and fair campaign practices provisions, the law is relegated to a voluntary compliance measure. Such a result would neither foster nor fortify the public's fundamental confidence in governmental officials and the decisions they make.

[Statutory citations relating to enforcement: RCW 42.17.010 Declaration of policy, .360 Commission -- Duties, and .395 Violations -- Determinations by commission -- Procedure]

**Expected Results**

<b>Total \$</b>	<u>\$866,650</u>
<b>GFS \$</b>	\$866,650
<b>Other \$</b>	\$0
<b>FTEs</b>	4.0

**Agency Priority:** High



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 082 - Public Disclosure Commission

PDC has two enforcement related performance measures: 1) Percentage of candidates, political committees, lobbyists, and public officials who meet statutory filing deadlines. 2) Number and percentage of routine investigations completed within 90 days.

In addition to overseeing compliance with filing deadlines, PDC also receives annually approximately 100 complaints of alleged violations from the public. This is a substantial caseload, annually requiring between 2,200 and 3,200 staff hours for investigation, analysis, report generation and disposition. The agency is working to decrease the amount of time it takes to bring complaints to resolution by instituting a case tracking system that sets a 90-day goal for completion of each investigation. Ninety days is an ambitious goal, but one that is monitored and expected to be achieved with respect to the more routine matters, taking into account interruptions caused by 45-day letter investigations (see RCW 42.17.400) and the fact that enforcement staff have other duties, including assisting filers to comply with the law, that accounts for 53% of their work time.

**Category:** Special Government Services

**Agency Administration**

Agency Administration provides administrative and management support to the agency.

<b>Total \$</b>	<u>\$539,700</u>
<b>GFS \$</b>	\$539,700
<b>Other \$</b>	\$0
<b>FTEs</b>	<u>3.7</u>

**Agency Priority:** High

**Expected Results**

**Sub-Total for Agency 082 - Public Disclosure Commission**

<b>Totals</b>	<u>\$3,835,000</u>
<b>GFS</b>	\$3,835,000
<b>Other</b>	\$0
<b>FTEs</b>	<u>26.0</u>



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 085 - Office of the Secretary of State

**Category:** Special Government Services

**Elections - Reimbursement to Counties**

Provides primary and general election cost reimbursements to county election offices in odd election years.

RCW 29.13.

**Total \$**           \$8,333,475

**GFS \$** \$8,333,475

**Other \$** \$0

**FTEs** 0.0

**Agency Priority:** None

**Expected Results**

**Category:** Government Administration and Support

**State Archives**

The primary mission of the State Archives is to preserve and make accessible the legal and historical documents of all three branches of government, all state agencies, all local governments, manage the life-cycle of all records, and maintain public research facilities for reference and scholarship. The main state archives facility in Olympia and five branches (Bellevue, Bellingham, Ellensburg, Cheney and Olympia) ensure easy citizen access to local records while maintaining the security necessary for authentic records. Services include an on-line research catalog to collections, training and outreach, records preservation and conservation efforts and a grant program. The five (5) archive branches also perform record management functions for all local governments.

RCW 40.14.

**Expected Results**

Cubic feet of records accessioned into the state archive collection.

Cubic feet of records housed and preserved in the archives

**Total \$**           \$7,589,477

**GFS \$** \$0

**Other \$** \$7,589,477

**FTEs** 29.3

**Agency Priority:** None

**Category:** Government Administration and Support

**Administration**

Provides the agency overall with management, policy direction, financial and human resources services. This includes the functions of public information, legislative affairs, policy and planning, international relations, human resources, financial and management services, information technology, safety, and contracts.

**Total \$**           \$6,404,942

**GFS \$** \$4,317,965

**Other \$** \$2,086,977

**FTEs** 34.7

**Agency Priority:** None

**Expected Results**



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 085 - Office of the Secretary of State

**Category:** Education and Cultural Development

**Assistance to Local Libraries**

The State Library provides a variety of services to libraries statewide, including training, federal grant funds, coordination of statewide projects and initiatives, and consulting services aimed at assisting libraries of all types in providing services for their customers. Services are designed to ensure that residents of the entire state have access to quality library and information services.

RCW 27.04.045.

**Total \$** \$6,012,000

**GFS \$** \$0

**Other \$** \$6,012,000

**FTEs** 15.0

**Agency Priority:** None

**Expected Results**

- # of projects implemented of statewide significance to libraries
- # of staff from libraries statewide receiving library related training supported by LSTA funding
- Overall customer satisfaction rate
- Customer satisfaction with on-line services

**Category:** Business, Employment and Consumer Services

**Corporations/Partnerships Registration**

Registration of entities conducting business in the state of Washington, including domestic and foreign (out-of-state) corporations, limited partnerships, limited liability partnerships, and limited liability companies. The Division also registers international student exchange programs, and immigration assistants, and accepts service of process on corporations failing to maintain a registered agent or registered office address and on out-of-state residents involved in accidents on Washington highways.

RCW 23, 23B, 24, 25

**Expected Results**

- Web hits
- Assistance requests fulfilled
- Documents processed
- Turnaround time to process documents
- Abandoned phone calls
- Unit cost to process documents
- GF-S generated

**Total \$** \$5,650,438

**GFS \$** \$2,980,580

**Other \$** \$2,669,858

**FTEs** 40.3

**Agency Priority:** None



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 085 - Office of the Secretary of State

**Category:** Special Government Services

**Public Affairs Broadcasting**

Contract with a non-profit organization to produce gavel-to-gavel television coverage of state government deliberations or other statewide events.

**Total \$**           \$4,113,694

**GFS \$** \$4,113,694

**Other \$** \$0

**FTEs** 0.0

**Agency Priority:** None

**Expected Results**

**Category:** Government Administration and Support

**Library Administration and Support**

Includes State Librarian, Deputy State Librarian and Administrative Assistant 4. Also includes two clerical staff for the division, all facility lease and related costs for the main building and storage, including leases, utilities, custodial, COP on library shelving, etc. Includes division-wide costs for general supplies, postage, and unemployment costs.

**Total \$**           \$3,981,313

**GFS \$** \$3,981,313

**Other \$** \$0

**FTEs** 5.0

**Agency Priority:** None

**Expected Results**



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 085 - Office of the Secretary of State

**Category:** Government Administration and Support

**Library Services to Legislature and Agencies**

The State Library provides research and reference information and assistance to support the formulation and implementation of public policy. Services are provided via the web, by phone and in-person, using both electronic and print resources, and are augmented by formal training programs on how to use library resources. Tailored services are provided through state agency branch libraries and librarian liaisons assigned to agencies and policy areas. Staff members also have responsibility for maintaining some of the library's special collections, and regularly use these to provide reference and research services to state government. Also includes support functions/staff for things such as shelving, retrieving materials; photocopying and routing requests for materials; managing electronic routing such as electronic Table of Contents, interlibrary loan and borrowing.

**Total \$** \$3,755,360

**GFS \$** \$3,755,360

**Other \$** \$0

**FTEs** 35.8

**Agency Priority:** None

RCW 27.04

**Expected Results**

- Number of new state government/legislative employees who register for library services
- Number of times the library catalog, databases, or other electronic resources are accessed electronically
- Number of state government employees who have received formal training in the use of WSL electronic resources
- Percent of state government customers who are satisfied with the content and usability of WSL's online services
- Percentage of state government customers who report satisfaction with the overall services received from the library

**Category:** Government Administration and Support

**Library Services to State Institutions**

The State Library provides on-site and online library services to staff and residents at two DSHS institutions and ten DOC adult correctional facilities with coordinated, cost-effective support from one central location at the State Library. Dedicated library and research services for practitioners in Washington psychiatric hospitals maintain Joint Commission of American Hospitals accreditation. Corrections libraries support educational and rehabilitation efforts for incarcerated residents and provide institutional staff with current digital and print-based professional research information.

**Total \$** \$3,458,144

**GFS \$** \$3,122,144

**Other \$** \$336,000

**FTEs** 24.5

**Agency Priority:** None

RCW 27.04.045.

**Expected Results**

- Residents/inmates with access to library services



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 085 - Office of the Secretary of State

**Category:** Special Government Services

**Elections - Voters Pamphlet, Voter Outreach and Legal Advertising**

Supply voters with convenient access to information about elections, candidates and measures in the form of a Voters Pamphlet, as required by the State Constitution, as well as through an online voters guide, a 24-hour telephone hotline and legal advertisements.

Provide voting and election information in a fun and intriguing way to young children, students and young adults.

Provide citizens with online access to election results reported in real time by county election offices.

RCW 29.81, Art. 23, Sec. 1, State Constitution, RCW 29.27.

**Expected Results**

- Number of candidates and measures published
- Pamphlets distributed
- Unit cost to produce, distribute, mail a pamphlet
- Registered voters
- Percent who vote

**Total \$**            \$3,118,836

**GFS \$** \$3,118,836

**Other \$** \$0

<b>FTEs</b>	5.2
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**Agency Priority:** None



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 085 - Office of the Secretary of State

**Category:** Government Administration and Support

**Records Management**

Records Management is an integral part of managing the life cycle of records in an efficient and cost-effective manner, while preserving essential legal and historical archival records. Substantial space savings are achieved by timely destruction of records according to retention schedules approved by state and local records committees.

Maintaining a state records center achieves significant cost savings per cubic foot of storage compared to equivalent office space utilized for records within individual agencies. In addition the records center document retrieval system provides efficient access to agency records within minutes if necessary. Services include an inventory of holdings; pick-up and delivery; timely and efficient destruction; secure off-site storage; training and workshops; publication and dissemination of retention schedules for all state and local agencies. Plans are underway to provide electronic transmittals and access to the holdings inventory. The five (5) archive branches also perform record management functions for all local governments.

RCW 40.14.

**Expected Results**

- Agency records received, stored, destroyed
- Record retrievals and returns
- Records retention and destruction schedules
- Public records provided
- Training sessions
- Assistance requests fulfilled
- Research requests fulfilled
- Grants awarded
- Historical records stored
- Compliance rate for state and local agencies
- Unit cost to store records

**Total \$** \$2,796,972

**GFS \$** \$0

**Other \$** \$2,796,972

**FTEs** 12.2

**Agency Priority:** None

**Category:** Special Government Services

**Talking Book and Braille**

The State Library contracts with the Seattle Public Library's Talking Book and Braille Library to provide free public library service to individuals statewide who are legally blind, visually impaired, or physically or learning disabled, and cannot read regular print.

CW 27.04, ESSB 6387.

**Expected Results**

Number of talking books and other materials in alternative formats circulated to customers.

**Total \$** \$2,700,000

**GFS \$** \$2,044,000

**Other \$** \$656,000

**FTEs** 0.0

**Agency Priority:** None



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 085 - Office of the Secretary of State

**Category:** Government Administration and Support

**Information Technology**

Provides the agency with central oversight and coordination of technology. This includes but not limited to: agency servers maintenance, security software, virus programs, connectivity of a general nature.

**Total \$**           \$2,083,772

**GFS \$**           \$1,606,868

**Other \$**           \$476,904

**FTEs**               14.0

**Agency Priority:** None

**Expected Results**

**Category:** Government Administration and Support

**Library Technical Services**

Behind-the-scenes technical support work that supports the ability of library users to find and obtain needed materials. Includes: procuring library materials; cataloging; maintaining accurate records of each item in an automated library system and database.

**Total \$**           \$1,986,208

**GFS \$**           \$1,986,208

**Other \$**           \$0

**FTEs**               14.0

**Agency Priority:** None

RCW 27.04

**Expected Results**

**Category:** Special Government Services

**Elections - Initiative & Referendum Verification**

Facilitates the filing and processing of proposed initiatives and referenda, filing of completed petitions and verification of voter signatures on those petitions. Certifies all qualified initiatives and referenda to the county auditors.

**Total \$**           \$1,184,927

**GFS \$**           \$1,184,927

**Other \$**           \$0

**FTEs**               9.5

**Agency Priority:** None

RCW 29.79.

**Expected Results**

--Counties with on-line voter registration information

-- Ballot measures verified



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 085 - Office of the Secretary of State

**Category:** Special Government Services

**Elections - Supervision**

Develops the curriculum used to train and certify state and local election officials.

Perform election reviews of individual county procedures in the case of federal or state recounts.

Provide comprehensive resources and reference materials for local election officials, political party organizations, and other interested parties.

RCW 29.33, 29.60.

**Expected Results**

- Election results web hits
- Training sessions
- Special reviews and recounts
- Number of officials certified
- Voter system tests
- Turnaround time to produce election results
- Turnaround time to certify elections
- Election results accuracy rate

**Total \$**            \$983,613

**GFS \$** \$983,613

**Other \$** \$0

<b>FTEs</b>	5.5
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**Agency Priority:** None

**Category:** Government Administration and Support

**Imaging Services and Micrographs**

Provide imaging services to state and local agencies to ensure permanent retention of essential records and documents of legal or historical significance on a cost-recovery basis. Imaging and microfilming provide significant savings by reducing 100 boxes of paper to 1 box of film and are an integral part of the efficient management of the life cycle of records. Services include imaging (filming, scanning and digital conversion), creating an inventory, quality review and inspection, brown-toning for preservation, and off-site security storage of archival microfilm and images. Assessment of local government holdings, consulting on microfilm and imaging projects and providing information on microfilm and imaging standards.

RCW 40.14.020

**Expected Results**

- Essential records microfilmed or imaged
- Unit cost
- Turnaround time

**Total \$**            \$864,660

**GFS \$** \$0

**Other \$** \$864,660

<b>FTEs</b>	12.7
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**Agency Priority:** None



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 085 - Office of the Secretary of State

**Category:** Special Government Services

**Elections - Voter Registration**

Process all motor voter and mail-in registration information for delivery to county auditors to ensure complete and accurate voter registration lists are maintained.

RCW 29.07, 29.08.

**Total \$**            \$720,462

**GFS \$** \$720,462

**Other \$** \$0

**FTEs** 5.0

**Agency Priority:** None

**Expected Results**

- Registration transactions processed
- Registered voters
- Percent who vote
- Unit cost for motor voter registrations

**Category:** Education and Cultural Development

**Historical and Northwest Collections**

The State Library has the most complete collection of Washington State newspapers, including an archival collection dating back before statehood, providing a central location for this valuable historical record for scholarly, personal or commercial reference. The State Library also maintains the original territorial library collection, and major works of the Northwest.

RCW 27.04.045

**Total \$**            \$666,800

**GFS \$** \$666,800

**Other \$** \$0

**FTEs** 2.0

**Agency Priority:** None

**Expected Results**



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 085 - Office of the Secretary of State

**Category:** Government Administration and Support

**Productivity Board**

The Brainstorm and Teamwork Incentive Programs administered by the Productivity Board ensure that all state employees have access to a neutral process where their ideas can be heard, either as a team or individual. The Productivity Board partners with all state agencies in a proven process that helps safeguard taxpayer dollars. Getting employees involved and helping recognize employee achievement make the Productivity Board indispensable during these tough times. With a twenty year track record of serving as a catalyst for employee creativity and idea generation, the Productivity Board is a proven vehicle for making sure employee ideas are heard and government operations become more efficient. Over the past twenty years, the Productivity Board has saved Washington State taxpayers more than \$46 million dollars in first year savings alone from statewide and agency unique brainstorm suggestions and teamwork incentives.

**Total \$**           \$589,034

**GFS \$**                   \$0

**Other \$**                 \$589,034

**FTEs**                    6.0

**Agency Priority:** None

RCW 41.60.

**Expected Results**

- Brainstorms processed
- Presentations to agencies
- Suggestions implemented
- Dollars saved, recovered, generated
- Unit cost per dollar saved, recovered, generated

**Category:** Special Government Services

**State and Federal Document Depository**

The State Library serves as the designated depository for Washington State documents and the regional depository for all federal government publications. As the depository library for state and federal documents, the State Library helps ensure citizens access to their government's information. These documents are also used extensively in providing reference and research services to state government agencies and the Legislature.

**Total \$**           \$566,640

**GFS \$**                   \$566,640

**Other \$**                 \$0

**FTEs**                    4.0

**Agency Priority:** None

US Code Title 44 Section 19, RCW 40.06.

**Expected Results**

- Percentage of state documents reflected in the online catalog
- Percentage of depository libraries reporting satisfaction with federal and state document depository services



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 085 - Office of the Secretary of State

**Category:** Public Safety and Criminal Justice

**Address Confidentiality Program**

Protects the confidentiality of crime victims (specifically domestic violence, sexual assault or stalking) by ensuring alleged perpetrators cannot use state and local government public records to locate their victims.

ACP provides these services to its participants:

1. Legal substitute address is used as participant's residence, work and/or school address.
2. Confidentiality of two normally public records: voter registration and marriage licenses.

RCW 40.24

**Expected Results**

- Parcels of mail handled-
- Applications processed

**Total \$**            \$413,248

**GFS \$** \$413,248

**Other \$** \$0

**FTEs** 3.1

**Agency Priority:** None

**Category:** Business, Employment and Consumer Services

**Charitable Solicitation Program**

Registers entities soliciting funds from the public located in Washington State. The registration provides information relating to those persons and organizations soliciting in the name of charity to prevent deceptive and dishonest practices and improper use of contributions intended for charitable purposes. This information allows consumer education and awareness for "targeted" or vulnerable citizens such as the elderly.

RCW 19.09.

**Expected Results**

- Registrations and renewals.
- Web hits.
- Phone call requests fulfilled.

**Total \$**            \$390,055

**GFS \$** \$372,364

**Other \$** \$17,691

**FTEs** 3.7

**Agency Priority:** None



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 085 - Office of the Secretary of State

**Category:** Special Government Services

**On-Line Access to Government Information**

WSL builds digital collections of state and local government information from more than 500 local and state government agencies, as well as other organizations such as tribes, port districts, hospital districts, and Public Utility Districts. The purpose is to increase the public's access to government information through electronic means, in one location. This service supplements the Ask George service through an average of 2,173 referrals from the Ask George service monthly. Librarians of the Reference Team (who also provide reference and research services to state government and the Legislature) are primarily responsible for responding to these inquiries.

RCW 27.04

**Expected Results**

Number of times that Find-It! and Find-It! Consumer sites are accessed electronically.

**Total \$**           \$389,562

**GFS \$** \$389,562

**Other \$** \$0

**FTEs** 2.8

**Agency Priority:** None

**Category:** Education and Cultural Development

**Oral History Program**

Record, transcribe and publish the recollections of legislators, state officials, and citizens who have been involved with the state's political history. The publications form a series, when viewed as a whole, which documents the formation of public policy in Washington State. They demonstrate the roots of democratic government in the lives of citizens of the state for teachers and students of public affairs, current and future legislators, legislative staff, and others interested in the history of politics in the state. The program mission is to gather and disseminate this history, which otherwise would be lost and inaccessible to researchers.

RCW 43.07.230-240.

**Expected Results**

Oral histories published

**Total \$**           \$250,383

**GFS \$** \$250,383

**Other \$** \$0

**FTEs** 2.9

**Agency Priority:** None



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 085 - Office of the Secretary of State

**Category:** Business, Employment and Consumer Services

**Charitable Trusts Program**

Facilitate public supervision over the administration of public charitable trusts and similar relationship and to clarify and implement the powers and duties of the attorney general. The registration provides information relating to entities holding income-producing assets in the name of charity to prevent deceptive and dishonest practices and improper use of funds intended for charitable purposes. Information provided through registration allows consumer education and awareness for grant seekers, grant makers, and public beneficiaries.

RCW 11.110.

**Expected Results**

Registrations and renewals.

Web hits.

Phone call requests fulfilled.

**Total \$**            \$169,000

**GFS \$** \$169,000

**Other \$** \$0

**FTEs** 1.0

**Agency Priority:** None

**Category:** Business, Employment and Consumer Services

**Certification Authorities Registration**

Registering certification authorities that provide the recognition of digital signatures to facilitate commerce by means of reliable electronic messages.

RCW 19.34.

**Expected Results**

Registrations

**Total \$**            \$156,000

**GFS \$** \$156,000

**Other \$** \$0

**FTEs** 1.0

**Agency Priority:** None

**Category:** Special Government Services

**Apostilles Program**

The Office of the Secretary of State is responsible for authenticating public documents for international use. Authentication is the process of verifying the official nature of a document so officials in another country can accept it at face value. Various documents (birth/death, marriage/divorce, police records, corporate good standings, etc.) submitted to this office are used internationally for adoptions, dual citizenship, doing business, transferring school records, etc. RCW 43.07.030.

**Expected Results**

**Total \$**            \$145,092

**GFS \$** \$0

**Other \$** \$145,092

**FTEs** 1.6

**Agency Priority:** None



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 085 - Office of the Secretary of State

**Category:** Business, Employment and Consumer Services

**Trademark Registration**

Provides the filing public with in-state trademark protection and evidence of first-use of the mark. The registration of the mark is a valuable alternative to federal registration when the filer does business only within Washington state and it provides critical evidence of first-use when used as supplemental documentation in a federal trademark application.

**Total \$**           \$48,000

**GFS \$**           \$48,000

**Other \$**           \$0

**FTEs**             0.5

**Agency Priority:** None

**Expected Results**

--Unit cost to process documents

--GF-S generated

**Sub-Total for Agency 085 - Office of the Secretary of State**

**Totals**           \$69,522,107

**GFS**           \$45,281,442

**Other**         \$24,240,665

**FTEs**                     291.0



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 086 - Governor's Office of Indian Affairs

**Category:** Business, Employment and Consumer Services

**Create Real Jobs in Indian Country**

Provide direct technical assistance to tribes, help direct funds to tribal enterprises.

**Total \$**            \$252,000

**GFS \$** \$252,000

**Other \$** \$0

**FTEs** 1.4

**Agency Priority:** High

**Expected Results**

New investments to tribes and increased job creation.

Completion of 12 tribal assessments to leverage new investments and increase job creation.

**Category:** Special Government Services

**Promote Government to Government Training**

Conduct government to government training for federal, state, local and tribal government employees as well as stakeholders.

**Total \$**            \$100,000

**GFS \$** \$100,000

**Other \$** \$0

**FTEs** 0.3

**Agency Priority:** Low

**Expected Results**

Reduces institutional racism and creates positive working relationships.

**Category:** Business, Employment and Consumer Services

**Improve Communication Between the State, Federally  
Recognized Tribes and Urban Indian Organizations**

Produce the "Talking Stick", a newspaper covering state-tribal relations and successful examples of policy issues affecting native people.

**Total \$**            \$54,000

**GFS \$** \$54,000

**Other \$** \$0

**FTEs** 1.0

**Agency Priority:** High

**Expected Results**

The will enhance government to government relations and provide an institutionalized form of communication between tribes and state government.



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 086 - Governor's Office of Indian Affairs

**Category:** Special Government Services

**Promote Government Relations**

Coordinate annual Centennial Accord meeting.

**Total \$**            \$42,000

**GFS \$** \$42,000

**Other \$** \$0

**FTEs** 0.6

**Agency Priority:** High

**Expected Results**

Enhance understanding and communication between state and tribal leadership.

**Category:** Business, Employment and Consumer Services

**Help Tribes Bridge the Digital Divide**

Convene work sessions with educational institutions, funders and policy makers to continue to develop programs while raising awareness and funds.

**Total \$**            \$35,000

**GFS \$** \$35,000

**Other \$** \$0

**FTEs** 0.2

**Agency Priority:** Low

**Expected Results**

Create program to address the digital divide.

**Category:** Education and Cultural Development

**Expand Concept of Excellence in Education to Tribal Communities**

Follow up on tribal/state education summit.

**Total \$**            \$31,000

**GFS \$** \$31,000

**Other \$** \$0

**FTEs** 0.1

**Agency Priority:** Low

**Expected Results**

Implement state-wide policy changes in Indian education.



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 086 - Governor's Office of Indian Affairs

**Category:** Special Government Services

**Improve Staff Productivity**

Engage in strategic planning and increase staff training.

<b>Total \$</b>	<u>\$22,000</u>
<b>GFS \$</b>	\$22,000
<b>Other \$</b>	\$0
<b>FTEs</b>	0.2

**Agency Priority:** Low

**Expected Results**

Increase staff productivity and decrease staff turnover.

**Category:** Business, Employment and Consumer Services

**Improve Access to Information**

Enhance www.goia.wa.gov website to promote timely information affecting tribes.

<b>Total \$</b>	<u>\$15,000</u>
<b>GFS \$</b>	\$15,000
<b>Other \$</b>	\$0
<b>FTEs</b>	0.2

**Agency Priority:** Low

**Expected Results**

Lower costs of information dissemination and improved communications between the state and tribes.

**Sub-Total for Agency 086 - Governor's Office of Indian Affairs**

<b>Totals</b>	<u>\$551,000</u>
<b>GFS</b>	\$551,000
<b>Other</b>	\$0
<b>FTEs</b>	<u>4.0</u>



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 087 - Comm on Asian Pacific Amer Affairs

**Category:** Education and Cultural Development

**Promoting Governor's Agenda with APA Communities**

Participate in public events, town hall and community meetings, and work with mainstream and ethnic media.

**Total \$**            \$88,400

**GFS \$** \$88,400

**Other \$** \$0

**FTEs** 0.5

**Agency Priority:** Medium

**Expected Results**

**Category:** Education and Cultural Development

**Advocacy of Asian/Pacific-American Community Issues**

Advocates on issues pertaining to the rights and needs of Asian/Pacific Americans.

**Total \$**            \$88,200

**GFS \$** \$88,200

**Other \$** \$0

**FTEs** 0.5

**Agency Priority:** High

**Expected Results**

**Category:** Education and Cultural Development

**Legislative Liaison**

Advises the Legislature, Governor and state agencies on the development and implementation of policies and programs that address the special needs and concerns of Asian/Pacific Americans.

**Total \$**            \$88,200

**GFS \$** \$88,200

**Other \$** \$0

**FTEs** 0.5

**Agency Priority:** High

**Expected Results**



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 087 - Comm on Asian Pacific Amer Affairs

**Category:** Education and Cultural Development

**Naturalization Assistance**

Monitor the performance of the Naturalization Assistance and Refugee Resettlement programs with respect to the APA communities.

<b>Total \$</b>	<u>          \$88,200</u>
<b>GFS \$</b>	\$88,200
<b>Other \$</b>	\$0
<b>FTEs</b>	<u>          0.5</u>

**Agency Priority:** Medium

**Expected Results**

**Category:** Education and Cultural Development

**Technical Assistance**

Provide technical assistance, information and referral services to the public related to APA issues.

<b>Total \$</b>	<u>          \$54,000</u>
<b>GFS \$</b>	\$54,000
<b>Other \$</b>	\$0
<b>FTEs</b>	<u>          0.3</u>

**Agency Priority:** High

**Expected Results**

**Sub-Total for Agency 087 - Comm on Asian Pacific Amer Affairs**

<b>Totals</b>	<u>          \$407,000</u>
<b>GFS</b>	\$407,000
<b>Other</b>	\$0
<b>FTEs</b>	<u>          2.0</u>



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 090 - Office of State Treasurer

**Category:** Government Administration and Support

**Banking Services**

As provided by law, the Treasurer receives and deposits monies remitted to the state, and manages the disbursement of funds to state and local governments, vendors, beneficiaries, claimants, and employees. These banking services are provided to state agencies through the Cash and Warrant Management Division. The division promotes responsible financial practices to ensure the unimpeded inflow of monies to the state's bank accounts and the timely outflow of monies to payees. OST managed a cash flow of more than \$246.4 billion in fiscal year 2001.

The warrant management section processes and maintains the records of warrants that bear the signature of the State Treasurer. In fiscal year 2001, more than 3.9 million warrants totaling \$8.7 billion were processed, approximately 10,050 warrant copies were provided to agencies, and 90 warrant forgery claims were processed.

The division is also responsible for the negotiation and management of numerous financial contracts and agreements for: concentration account banking services, lockbox and automated remittance services, merchant card acceptance, and master depository services with more than 50 banks. In addition, OST staff work in cooperation with other state agencies in support of Digital Government initiatives: advising agencies about payment alternatives; assisting with economic feasibility studies; and setting up merchant accounts for online payment processing.

Other Funds: State Treasurer's Service Account-State = \$4,036,000

**Expected Results**

Provide quality services.

**Total \$** \$4,036,000

**GFS \$** \$0

**Other \$** \$4,036,000

**FTEs** 24.8

**Agency Priority:** High

**Category:** Government Administration and Support

**Agency Management/Administrative Support Services**

The State Treasurer, a constitutional officer elected to serve a four-year term, is the state's chief fiscal officer. The Treasurer's Office provides banking, investment, debt management and accounting services for state government, keeping the books and managing taxpayers' money from the time it is collected in taxes until it is spent on programs by the Legislature. The Office receives the state's cash resources, invests the money each business day to earn interest, and disburses fund to numerous entities, including agencies, local governments, and retired state employees.

Other Funds: State Treasurer's Service Account-State = \$3,134,600

**Expected Results**

Promote and maintain public trust and confidence.

**Total \$** \$3,134,600

**GFS \$** \$0

**Other \$** \$3,134,600

**FTEs** 14.8

**Agency Priority:** High



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 090 - Office of State Treasurer

**Category:** Debt Service, Pensions, and Special Appropriations

**Debt Management Services**

Bond Retirement and Interest, agency 010, is part of the Office of the State Treasurer, and is commonly referred to as Debt Management. The major functions are represented as support to the State Finance Committee composed of the Governor, Lieutenant Governor and State Treasurer, the latter being designated by law as chairman; debt issuance; the State/Local Lease Purchase Program; the School Bond Guarantee program; and payments to bondholders. The Debt Management section includes 8 positions that are required to complete the tasks associated with the various responsibilities.

**Total \$** \$2,624,900

**GFS \$** \$0

**Other \$** \$2,624,900

**FTEs** 12.8

**Agency Priority:** High

\*Bond Program

As of December 31, 2001, outstanding Washington State bond indebtedness totaled \$7.69 billion. In addition to debt owed, there remained \$3.6 billion that was authorized, but not issued. The State maintains a AA+ rating from Standard and Poor's Ratings Group, a Fitch Rating of AA, and Aa1 from Moody's Investors Service.

Annual debt service on existing debt:

Fiscal Year 2002 \$827,877,158 as of March 31, 2002

Fiscal Year 2003 \$843,242,735 as of March 31, 2002

\* Lease/purchase program

The program provides financial services for purchase of essential equipment and acquisition or construction of real property. Lease/purchase obligations as of June 30, 2002 totaled \$71.2 million and estate contracts totaled \$424.5 million.

\* School Bond Guarantee Program

This program authorizes the state to guarantee payment on school district general obligation debt, backed by the full faith and credit of the state. The program guarantees full and timely payment of school district bonds, saving school districts the cost of buying bond insurance. As of June 12, 2002, 82 school districts have issued bonds totaling \$1.631 billion through the school bond guarantee program.

Other Funds: State Treasurer's Service Account-State = \$2,624,900

**Expected Results**

Promote prudent financial practices and provide quality services.



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 090 - Office of State Treasurer

**Category:** Government Administration and Support

**Accounting and Fiscal Services**

As provided by law, the Treasurer shall keep a correct and current account of all moneys received and disbursed by the treasurer, classified by fund or account. All cash activity is accounted for and electronically interfaced to the statewide AFRS system, as well as the agency level accounting for investments, distributions, and debt management activity.

Other Funds: State Treasurer's Service Account-State = \$2,304,100

**Expected Results**

Provide quality services.

**Total \$** \$2,304,100

**GFS \$** \$0

**Other \$** \$2,304,100

**FTEs** 13.9

**Agency Priority:** High



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

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**Agency:** 090 - Office of State Treasurer

**Category:** Revenue and Collections

**Investment Services**

**Total \$**           \$1,984,400



# State of Washington

## Agency Activity Inventory System

### Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 090 - Office of State Treasurer

The Investment Division invests the state's operating and capital cash reserves for maximum return under defined risk parameters. The portfolios, including the Local Government Investment Pool (LGIP), earned \$397 million in fiscal year 2001. As of March 31, 2002, these portfolios totaled more than \$7.3 billion.

<b>GFS \$</b>	\$0
<b>Other \$</b>	\$1,984,400
<b>FTEs</b>	8.2

**Agency Priority:** High

\* Pooled Investment of State Operating and Capital Cash Reserves--Statutes allow for the pooled investment of the more than 300 hundred accounts in the state treasury or the custody of the state treasurer. This provides a significant benefit to the state as it takes advantage of the benefits of scale inherent in the securities market and allows for the state to benefit from the generally positively sloped yield curve by being able to invest further out the curve. In fiscal 2001, the portfolio earned \$164 million. As of March 31, 2002 the portfolio totaled \$2.1 billion.

\* Local Government Investment Pool (LGIP)--The LGIP serves more than 400 local government cash managers. Pooled investments allow local governments to share in the expertise of the State Treasurer and OST investment staff, and reap the benefits of the economies of scale. The pool offers competitive rates of return on liquid funds while maintaining the safety of the funds. In fiscal 2001, the LGIP earned \$230 million. As of March 31, 2002, the LGIP portfolio totaled \$5.2 billion. The LGIP Web-Client, unveiled in 2000 as the first piece of the Treasury Management System (TM\$), allows participants to gain online access to monthly statements, withdrawal and deposit history, and historical rates. In late 2001, all LGIP processing was incorporated into TM\$, enabling LGIP participants to submit transactions over the Web.

\* Statewide custody contract--In early 2000, the State Treasurer finalized a statewide securities custody contract on behalf of local governments and institutions of higher education. This first-of-its-kind program provides cost savings and efficiency to securities custody for local governments of Washington. At the close of 2001, 15 local governments and institutions of higher education were participating in the program, with a total market value of \$565 million in custody.

\* Asset/Liability management--In fiscal 1996, Washington became the first state to establish an asset/liability management program. The goal is to make more dollars available for the state budget and reduce the uncertainty of interest-sensitive parts of the budget by coordinating management of debt and investment portfolios. OST issued \$200 million variable rate demand obligations in February 1996. Savings from the variable rate bonds exceeded \$3.3 million the first year, with current savings of more than \$22 million (as of March 31, 2002).

\* Time Certificate of Deposit Investment Program--The program provides a competitive return on funds placed in certificates of deposit with local financial institutions and ensures that locally generated tax dollars are invested throughout the state to help meet local demands for loans.

\* Linked deposits--This statutory program allows the state to accept a lower interest rate on deposits it makes at Washington banks if the banks pass on those savings to minority or women-owned businesses. Since January 1999, the program has been operating at the \$50 million limit approved by the Legislature. Since the program was launched, banks have approved linked deposit loans to hundreds of small businesses in the state.



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 090 - Office of State Treasurer

Other Funds: State Treasurer's Service Account-State = \$1,984,400

**Expected Results**

Promote prudent financial practices and provide quality services.

**Sub-Total for Agency 090 - Office of State Treasurer**

<b>Totals</b>	<b>\$14,084,000</b>
<b>GFS</b>	<b>\$0</b>
<b>Other</b>	<b>\$14,084,000</b>
<b>FTEs</b>	<b>75.0</b>



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 091 - Redistricting Commission

**Category:** Legislature

**Drawing legislative and congressional district boundaries**

The Redistricting Commission is responsible for redrawing legislative and congressional district boundaries. Every ten years, after the nation's census is completed, the commission is activated. In 2002, the commission prepared and submitted a new legislative and congressional redistricting plan to the Legislature for approval.

**Total \$**            \$886,719

**GFS \$** \$886,719

**Other \$** \$0

**FTEs**            6.0

**Agency Priority:** None

**Expected Results**

**Sub-Total for Agency 091 - Redistricting Commission**

**Totals**            **\$886,719**

**GFS** **\$886,719**

**Other** **\$0**

**FTEs**            **6.0**



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 095 - Office of State Auditor

**Category:** Government Administration and Support

**Audits of Local Government**

The State Auditor's Office examines the financial activities of approximately 2,400 local governments, comprised of over 30 different government types (e.g. counties, cities, schools, ports, public utilities, hospital districts, fire districts, etc.) These examinations ensure public funds are accounted for and internal controls are in place to protect public resources. The Office also looks at local governments' compliance with federal and state laws and regulations. The results are reported to the public.

**Total \$** \$31,336,170

**GFS \$** \$0

**Other \$** \$31,336,170

**FTEs** 197.9

**Agency Priority:** None

In addition the Office:

- \* Audits local governments' financial statements or financial information.
- \* Performs federal single audits of entities receiving \$300,000 or more in federal grants, according to federal requirements.
- \* Produces accountability reports, focusing on areas that pose the highest risk for misappropriation, misuse or loss of public funds and practices that do not comply with laws and regulations.
- \* Perform fraud investigations.

RCW 43.09.200-43.09.2855; Article III, Section 20, Constitution of the State of Washington

Other Funds: Municipal Revolving Account = \$31,336,170

**Expected Results**

Percentage of previous year's audit recommendations resolved to the State Auditor's satisfaction. Measured annually.

Timeliness of audit reporting. Measured annually.

Cost-containment as measured by the cost of audit compared to expenditures audited. Measured annually.

Customer satisfaction. Measured biennially.

Employee satisfaction with local audit training, technical assistance and tools. Measured biennially.

Accountability for Municipal Revolving Account financial management and compliance. Measured biennially.

Public dollars at risk as disclosed in internal control findings. Measured annually.

Federal and state questioned costs as disclosed in legal compliance findings. Measured annually.



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 095 - Office of State Auditor

**Category:** Government Administration and Support

**Audits of State Government**

The State Auditor is one of nine elected officials in the executive branch. The State Auditor's Office examines the financial activities of approximately 168 state agencies to ensure public funds are accounted for and internal controls are in place to protect public resources. The Office also audits to ensure agency compliance with state and federal laws and regulations. Audit results are reported to the public. In addition, the State Auditor's Office:

- \* Issues a statewide accountability report containing the results of our audits.
- \* Audits the state's comprehensive annual financial report, which looks at the state's overall financial position. For the fiscal year ended June 30, 2001, state expenditures for all local funds subject to audit totaled \$29.7 billion.
- \* Produces a statewide federal single audit report, encompassing our audit of federal funds received by the state. For the fiscal year ended June 30, 2001, the total was \$8 billion.
- \* Audits local funds, which are funds kept by state agencies that are not in the care or custody of the Office of the State Treasurer. For the fiscal year ended June 30, 2001, funds subject to audit totaled \$5.6 billion.
- \* Performs forensic computer investigations and fraud investigations.

RCW 43.09.290-43.09.420 and RCW 43.88.160(6); Article III, Section 20, Constitution of the State of Washington

Other Funds: Auditing Services Revolving Account = \$12,326,061

**Expected Results**

- \* Percentage of previous year's audit recommendations resolved to the State Auditor's satisfaction. Measured annually.
- \* Timeliness of audit reporting. Measured annually.
- Cost-containment as measured by the cost of audit compared to expenditures audited. Measured annually.
- \* Cost-containment as measured by benchmarking the cost of the state's audits to those in at least five other states. Measured biennially.
- Customer satisfaction. Measured biennially.
- \* Employee satisfaction with state audit training, technical assistance and tools. Measured biennially.
- \* Accountability for Auditing Services Revolving Account financial management and compliance. Measured biennially.
- \* Public dollars at risk as disclosed in internal control findings. Measured annually.
- \* Federal and state questioned costs as disclosed in legal compliance findings. Measured annually.

**Total \$** \$12,326,061

**GFS \$** \$0

**Other \$** \$12,326,061

**FTEs** 87.8

**Agency Priority:** None



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 095 - Office of State Auditor

**Category:** Government Administration and Support

**Audit of School Programs**

The School Programs audit team develops and coordinates audits targeted at general fund money the state's 296 school districts receive based on their reporting of student enrollment, teacher education and experience and bus ridership. The team reviews the accuracy of the data submitted for state funding and establish the specific amount to be repaid by or refunded to districts if inaccuracies are found. Team specialists also provide assistance to the state Special Education Safety Net Committee, which provides additional safety net funds to provide special education services. Audit results are reported for each district.

The team works with OSPI's audit resolution and operations departments to provide information on the challenges schools face in respect to reporting requirements. The team conducts joint sessions for school districts with OSPI staff to share information and explore solutions to issues we find during our audits. The team also provides training for school district staff regarding public accountability, fiscal integrity and legal compliance.

Engrossed Substitute Senate Bill 6387, Section 12 (1) and (2); Article III, Section 20, Constitution of the State of Washington

**Expected Results**

General apportionment audit team savings over or (under) legislative expectation. Measured biennially.

Special education audit team savings over or (under) legislative expectation. Measured biennially.

Total cost of K-12 education audits compared to total audit team savings. Measured biennially.

Customer satisfaction. Measured biennially.

Employee satisfaction with K-12 education audit training, technical assistance and tools. Measured biennially.

Accountability for General Fund financial management and compliance. Measured biennially.

**Total \$** \$1,825,000

**GFS \$** \$1,825,000

**Other \$** \$0

**FTEs** 12.0

**Agency Priority:** None



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 095 - Office of State Auditor

**Category:** Government Administration and Support

**Providing Local Government Uniform Budgeting, Accounting and Reporting Systems (BARS) and Statistics**

In collaboration with local governments, the State Auditor's Office sets uniform accounting standards for those governments. Uniform accounting allows consistent reporting of data, timely analysis, and helps the public more readily understand the data. The Office helps governments meet these standards by providing technical assistance and training. Each year, the Office works with local governments to update of the Budgeting, Accounting, and Reporting Systems (BARS) manuals for local governments. The Office annually publishes a compilation of local government comparative statistics. This data is available on the Local Government Finance Reporting System section of the Office of State Auditor's web site and in paper form. These statistics provide a 10-year history of financial information for comparing entities and analyzing programs.

**Total \$**           \$965,830

**GFS \$**                   \$0

**Other \$**                 \$965,830

<b>FTEs</b>	7.2
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**Agency Priority:** None

The Office also provides specific training to support local governments' efforts to comply with state law and makes available a small cities specialist and a small cities handbook available to assist smaller, remote entities where turnover is high. This assistance helps reduce audit costs and provides support in areas where resources are limited.

RCW 43.09.200 and RCW 43.09.230

Other Funds: Municipal Revolving Account= \$965,830

**Expected Results**

BARS manual and comparative statistics user satisfaction. Measured annually.

Local government satisfaction with BARS training. Measured for each event and compiled annually.

Local government satisfaction with BARS technical assistance. Measured annually.

Cost of BARS benchmarked to three other similar programs. Measured biennially.

Employee satisfaction with training, technical assistance and tools. Measured biennially.

Accountability for funding source financial management and compliance. Measured biennially.



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 095 - Office of State Auditor

**Category:** Government Administration and Support

**Investigating Improper Governmental Actions**

The Whistleblower Program provides state employees with a safe and confidential means to report improper governmental activity, or those actions that can impair the integrity of public servants and undermine the public's confidence in their work. The Office investigates and reports on the assertions of possible violations of federal or state laws or rules; gross waste of public funds; and/or actions that could pose a substantial and specific danger to public health or safety. The law also provides remedies to state employees who believe that workplace reprisal or retaliatory action has occurred as a result of having filed, or provided information in connection with, a report of improper governmental action.

<b>Total \$</b>	<u>\$797,939</u>
<b>GFS \$</b>	\$0
<b>Other \$</b>	\$797,939
<b>FTEs</b>	<u>5.8</u>
<b>Agency Priority:</b>	None

Chapter 42.40 RCW

Other Funds: Auditing Services Revolving Account = \$797,939

**Expected Results**

Whistleblower satisfaction with the fairness of the Whistleblower Program. Measured biennially.

State agency satisfaction with fairness of the Whistleblower Program. Measured biennially.

Employee satisfaction with Whistleblower Program training, technical assistance and tools. Measured biennially.

Accountability for Auditing Services Revolving Account financial management and compliance. Measured biennially.

Recommended recovery of state dollars identified as misused or misappropriated. Measured annually.

Public funds at risk as disclosed in internal control findings. Measured annually.

Percent of previous year's Whistleblower Program findings resolved to the State Auditor's satisfaction.

<b>Sub-Total for Agency 095 - Office of State Auditor</b>	<b>Totals</b>	<u><b>\$47,251,000</b></u>
	<b>GFS</b>	<b>\$1,825,000</b>
	<b>Other</b>	<u><b>\$45,426,000</b></u>
	<b>FTEs</b>	<u><b>311.0</b></u>



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 099 - Comm on Salaries Elected Officials

**Category:** Government Administration and Support

**Salary Setting for Elected Officials**

The Constitution and statute direct the Commission to set the salaries of the state's elected officials including the Governor, Lieutenant Governor, Secretary of State, Treasurer, Auditor, Attorney General, Superintendent of Public Instruction, Commissioner of Public Lands, and Insurance Commissioner; members of the Legislature; and Justices of the Supreme Court and judges of the court of appeals, superior courts, and district courts.

The Commission is required to set the salaries of the state's elected officials in accordance with the duties of their office. The salary setting process begins with the adoption of a proposed salary schedule upon which the public is invited to comment. After holding a series of public hearings and work sessions, a biennial salary schedule is adopted. The salary schedule is filed with the Secretary of State and becomes law 90 days after filing unless overturned by voter referendum.

**Expected Results**

The salary schedule is adopted, filed with the Secretary of State, and becomes law in accord with statutory requirements.

**Total \$**           \$224,000

**GFS \$**           \$224,000

**Other \$**           \$0

**FTEs**             1.2

**Agency Priority:** High

**Sub-Total for Agency 099 - Comm on Salaries Elected Officials**

**Totals**           \$224,000

**GFS**             \$224,000

**Other**           \$0

**FTEs**                     1.0



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 100 - Office of Attorney General

**Category:** Government Administration and Support

**Legal Services to State Agencies**

The public policy of Washington State has been to maintain a unified public law office for representing state agencies. This policy is founded on the notion that there is a value to the citizens of the state in having legal services provided by a unified office rather than in a fragmented manner at the discretion of each agency. This policy reflects a distinct value in having consistency in the advice provided to all state agencies, and in legal issues being analyzed and interpreted in light of the collective interests of the state and its citizens, rather than the interests of any single government agency. The Office of the Attorney General provides legal advice and representation to over 230 state agencies, boards and commissions, which collectively have a broad range of program responsibility. Support for agency programs includes representing them in litigation as well as providing them with legal advice on issues such as personnel, contracts and public records, and specialized program advice. Some of the program responsibilities supported by the Office include state/federal benefit programs administered by state agencies, state licensing and regulatory programs, state agency custodial programs, higher education institutions, natural resources programs, state agency capital construction and equipment acquisitions, state agency revenue and collection programs, and economic development/enterprise activities.

**Total \$** \$159,324,591

**GFS \$** \$0

**Other \$** \$159,324,591

**FTEs** 1,029.9

**Agency Priority:** None

**Expected Results**

**Category:** Business, Employment and Consumer Services

**Enforcement of Consumer Protection Laws**

The Attorney General's staff enforces state laws, recommends changes in existing state law and provides education to protect consumers and legitimate businesses from unfair or deceptive trade practices. In addition to investigations and litigation, the Office provides extensive information to consumers and businesses, and conciliates consumer/business disputes. The Office recovers restitution and civil penalties for the state and for individual consumers by processing complaints and litigation. The most frequent complaints involve landlord/tenant, mail order, motor vehicle purchase and repair, retail operations, home improvement, mobile homes, real estate, and collections. Under Washington State's Lemon Law, the Office processes and provides arbitration of consumers' complaints concerning new automobiles.

**Total \$** \$8,117,688

**GFS \$** \$6,925,070

**Other \$** \$1,192,618

**FTEs** 52.5

**Agency Priority:** None

**Expected Results**



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 100 - Office of Attorney General

**Category:** Public Safety and Criminal Justice

**Investigation and Prosecution of Medicaid Fraud and Resident Abuse**

The Medicaid Fraud Control Unit within the Office of the Attorney General is federally mandated and required to investigate and prosecute crimes of fraud and resident abuse committed by Medicaid providers. It is the sole enforcement entity responsible for policing Medicaid expenditures. The state agencies which the Unit works with and serves include the Department of Social and Health Services - Division of Medical Assistance, the Department of Health and the Department of Licensing. The unit is 75 percent federally funded. Although the unit operates on one federal grant, approximately 35 percent of current staffing (17 FTEs) are dedicated to resident abuse investigations and prosecutions. At the previously budgeted 24 FTEs resident abuse should represent approximately 27 percent of unit resources.

**Total \$**           \$3,808,869

**GFS \$**                 \$729,222

**Other \$**               \$3,079,647

**FTEs**                     21.1

**Agency Priority:** None

**Expected Results**

**Category:** Public Safety and Criminal Justice

**Civil Commitment of Sexually Violent Predators**

This unit is responsible for investigating, filing, and prosecuting all sexually violent predator cases in Washington, except those filed in King County which are handled by the King County Prosecutor's Office). The Unit was created to develop and maintain a group of attorneys and support staff whose expertise is in those unique legal and mental health issues associated with sexually violent predator cases; issues with which criminal prosecutors are not familiar. The highly specialized SVPU uses its expertise to efficiently and effectively prosecute sexually violent predator cases and ensure the safety of our communities. The Unit handles all aspects of each sexually violent predator case referred to it. This includes pre-filing investigation, consultation with mental health experts, and records review; pre-trial discovery, motions, and evidentiary hearings; trial; appeals; and annual review and less restrictive alternative proceedings.

**Total \$**           \$3,640,957

**GFS \$**                     \$0

**Other \$**                 \$3,640,957

**FTEs**                     12.8

**Agency Priority:** None

**Expected Results**



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 100 - Office of Attorney General

**Category:** Business, Employment and Consumer Services

**Enforcement of Anti-Trust Laws**

Staff in the Attorney General's office enforce state and federal laws against such anti-competitive practices as bid rigging, price fixing and market allocations. Staff also review mergers and acquisitions involving large corporations and significant segments of markets for potential antitrust problems.

**Total \$**           \$2,794,768

**GFS \$**                   \$57,122

**Other \$**               \$2,737,646

**FTEs**                   13.9

**Agency Priority:** None

**Expected Results**

**Category:** Government Administration and Support

**Investigation and Defense of Tort Lawsuits**

Staff of the Office of the Attorney General defend tort lawsuits brought against the state, its agencies, and employees under RCW 4.92. The majority of cases are based upon actions brought under theories of negligence in such things as highway design, release of inmates, slips and falls on state property, medical malpractice, child care and custody, auto accidents, false arrests and unreasonable force cases. Staff also handles employment law and personnel cases. The filing of lawsuits is outside the control of the office, and so all of the workload in this division is third-party driven; the state must either defend the lawsuit or default and pay the amount demanded.

**Total \$**           \$2,671,604

**GFS \$**                   \$0

**Other \$**               \$2,671,604

**FTEs**                   0.0

**Agency Priority:** None

Other Funds: Interagency Reimbursement with GA, Legal Services Revolving Account

**Expected Results**

**Category:** Public Safety and Criminal Justice

**Homicide Investigation Tracking System**

The Homicide Investigation Tracking System (HITS) is a program within the Attorney General's Office that tracks and investigates homicides and rapes. It is the only statewide central repository for information relating to violent crimes against persons. Data from more than 6,400 murder investigations and more than 7,200 sexual assaults has been collected through HITS, and has been used to assist local law enforcement in the investigation of these crimes. Typically, in every calendar year, HITS will respond to almost 800 requests for assistance or information. The investigators who work in HITS also provide expertise to the local and national jurisdictions on homicide and rape investigations.

**Total \$**           \$1,689,004

**GFS \$**                   \$539,355

**Other \$**               \$1,149,649

**FTEs**                   11.7

**Agency Priority:** None

**Expected Results**



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 100 - Office of Attorney General

**Category:** Public Safety and Criminal Justice

**Criminal Investigation and Prosecution**

The Attorney General's staff investigate and/or bring criminal charges upon request for the Governor, a prosecuting attorney, or a legislative committee against those who have violated certain criminal statutes. Cases include governmental corruption, white collar crime having a multi-county or statewide impact, organized crime, and other cases with special circumstances. The Office's staff also provide training to criminal justice professionals through the Washington State Criminal Justice Training Commission.

**Total \$** \$1,222,468

**GFS \$** \$806,764

**Other \$** \$415,704

**FTEs** 4.5

**Agency Priority:** None

**Expected Results**

**Category:** Government Administration and Support

**Executive Ethics Board**

The Executive Ethics Board enforces the Laws of 1994, chapter 154 and rules adopted under it with respect to statewide elected officers and all other officers and employees in the executive branch, boards and commissions, and institutions higher education. The Attorney General's Office (AGO) is responsible for providing the staff necessary to support the Board. Also, the AGO will investigate complaints and bring forth actions against erroneous activities. The Attorney General may bring a civil action against any persons who violate the provisions of the Ethics Laws.

**Total \$** \$697,009

**GFS \$** \$697,009

**Other \$** \$0

**FTEs** 3.2

**Agency Priority:** None

**Expected Results**

**Sub-Total for Agency 100 - Office of Attorney General**

**Totals** \$183,966,958

**GFS** \$9,754,542

**Other** \$174,212,416

**FTEs** 1,150.0



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 101 - Caseload Forecast Council

**Category:** Government Administration and Support

**Caseload Forecasting**

The Caseload Forecast Council prepares the official caseload forecasts for the State of Washington. These forecasts are for the following entitlement programs: public assistance programs, state correctional institutions, state correctional non-institutional supervision, state institutions for juvenile offenders, the common school system, long-term care, medical assistance, foster care, and adoption support. By law, forecasts adopted by the Caseload Forecast Council are the basis of the Governor's budget document and are utilized by the legislature in the development of the omnibus biennial appropriations act (RCW 43.88C.020(5)).

**Total \$** \$1,234,000

**GFS \$** \$1,234,000

**Other \$** \$0

**FTEs** 7.0

**Agency Priority:** High

The official caseload forecasts are produced three times each year. The November forecast provides the basis of the Governor's budget proposal. The February forecast updates the November forecast with the most recent data to provide the best estimate for the legislature's use in developing the State budget. The June forecast again updates the caseload forecasts and includes an estimate of the caseload impact of newly passed legislation, and thus provides an advance look at what the following November's forecast will be.

**Expected Results**

The performance measures are: (1) 1% variance from actual for the K-12 budget caseload forecast, (2) 2% variance from actual for the Medical Assistance Administration Categorically Needy budget caseload forecast, and (3) 2% variance from actual for the Adult Corrections budget caseload forecast.

**Sub-Total for Agency 101 - Caseload Forecast Council**

**Totals** \$1,234,000

**GFS** \$1,234,000

**Other** \$0

**FTEs** 7.0



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 102 - Dept of Financial Institutions

**Category:** Business, Employment and Consumer Services

**Perform Safety and Soundness Examinations of Banks**

Protect the interests of depositors, borrowers, shareholders, and consumers, by ensuring Washington banks are operating in compliance with statutes, rules and regulations and in a safe and sound manner. This activity is self-supporting; banks are assessed fees based on their total assets and billed at an hourly rate for examinations.

**Total \$**           \$4,597,170

**GFS \$**                   \$0

**Other \$**           \$4,597,170

**FTEs**                   24.0

**Agency Priority:** High

**Expected Results**

Percent of 1- or 2-rated banks responding Agree to Strongly Agree that the bank's examination report prepared by the Division of Banks was objective, reflected material issues, and was useful for remaining in compliance with regulations. (Benchmark 90%)

**Category:** Business, Employment and Consumer Services

**Securities Investigations, Enforcement and Complaints**

To protect the public from dishonest and fraudulent practices of securities issuers, broker-dealers, investment advisers, and broker-dealer and investment adviser representatives, the Securities Division conducts investigations, undertakes enforcement actions and seeks to resolve investor complaints. This activity is fully supported from fees and fines paid by regulated persons and entities, with 87% of fees collected going into the General Fund.

**Total \$**           \$3,684,589

**GFS \$**                   \$0

**Other \$**           \$3,684,589

**FTEs**                   23.7

**Agency Priority:** High

Chapter 21.20 RCW

**Expected Results**

Number of enforcement actions taken (administrative orders, civil actions, and criminal referrals)  
 Dollars of fraud represented by enforcement actions taken  
 Number of consumers affected by cases in which enforcement action is taken

**Category:** Business, Employment and Consumer Services

**Agency Management/Administrative Support Services**

Administrative and technical support to the Department of Financial Institutions includes policy advice, facilitation, personnel and financial services, and information systems. Staff provide the support and framework to other agency activities in order to effectively carry out the agency mission.

**Total \$**           \$3,616,000

**GFS \$**                   \$0

**Other \$**           \$3,616,000

**FTEs**                   20.7

**Agency Priority:** Medium

**Expected Results**



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 102 - Dept of Financial Institutions

**Category:** Business, Employment and Consumer Services

**Perform Safety and Soundness Examinations of State-Chartered Credit Unions**

Perform safety and soundness examinations of state-chartered credit unions. Review appropriate policies, activities, and records of credit unions to determine areas of high risk, inadequately controlled risk, compliance with applicable laws, or weak performance. Provide a concise written report used by credit union management to guide improvements, National Credit Union Administration to evaluate risks to the deposit insurance fund, and DCU management to allocate resources.

**Total \$** \$2,684,561

**GFS \$** \$0

**Other \$** \$2,684,561

**FTEs** 14.4

**Agency Priority:** High

To protect the interests of depositors, borrowers, and members, by ensuring credit unions are operating in a safe and sound manner. To ensure credit unions are in compliance with statutes, rules, and regulations. This activity is self-supporting from fees paid by credit unions and regulated persons.

Other Funds: Credit Unions Examination Account

**Expected Results**

The results of this activity are measured by the percentage of credit unions that have a satisfactory examination rating. (CAMEL rating) Target: 80%

**Category:** Business, Employment and Consumer Services

**Examination of Securities Broker-Dealers, Investment Advisers and their Representatives**

To protect the public from dishonest and fraudulent practices of securities broker-dealers, investment advisers, and broker-dealer and investment adviser representatives, the Securities Division conducts field examinations of branches, offices and other business locations. This activity is fully supported from fees and fines paid by regulated persons and entities, with 87% of fees collected going into the General Fund.

**Total \$** \$1,498,540

**GFS \$** \$0

**Other \$** \$1,498,540

**FTEs** 9.1

**Agency Priority:** High

Chapter 21.20 RCW

**Expected Results**

Average exam cycle in years for investment adviser portfolio managers

Average exam cycle in years for targeted broker-dealer offices

Average response time in business days for examinations of broker-dealer offices based on customer complaints



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 102 - Dept of Financial Institutions

**Category:** Business, Employment and Consumer Services

**Registration and Exemption of Securities Issues**

To protect the public from dishonest and fraudulent practices of securities issuers, the Securities Division reviews and processes securities registration and exemption applications. This activity is fully supported from fees and fines paid by regulated persons and entities, with 87% of fees collected going into the General Fund.

Chapter 21.20 RCW

**Total \$**           \$851,163

**GFS \$**                   \$0

**Other \$**                 \$851,163

**FTEs**                   6.0

**Agency Priority:** High

**Expected Results**

Average response time in business days for securities registration applications

**Category:** Business, Employment and Consumer Services

**Examinations of Consumer Loan Companies**

To protect consumers by conducting regular audits of consumer loan companies. The activity is self-supporting from hourly examination fees.

**Total \$**           \$790,680

**GFS \$**                   \$0

**Other \$**                 \$790,680

**FTEs**                   5.1

**Agency Priority:** High

**Expected Results**

Cumulative total number of examinations and audits conducted by the Division of Consumer Services this fiscal year.

**Category:** Business, Employment and Consumer Services

**Licensing of Securities Broker Dealers, Investment Advisors and their Representatives**

To protect the public from dishonest and fraudulent practices of securities broker-dealers, investment advisers, and broker-dealer and investment adviser representatives, the Securities Division reviews and processes license applications. This activity is fully supported from fees and fines paid by regulated persons and entities, with 87% of fees collected going into the General Fund.

Chapter 21.20 RCW

**Total \$**           \$721,732

**GFS \$**                   \$0

**Other \$**                 \$721,732

**FTEs**                   5.0

**Agency Priority:** High

**Expected Results**

Number of disciplinary review and heightened supervision letters issued



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 102 - Dept of Financial Institutions

**Category:** Business, Employment and Consumer Services

**Perform Information System Examinations of Credit Unions**

Perform information system and technology (IS &T) examinations of credit unions. Review appropriate IS & T policies, activities, and records of credit unions to determine areas of high risk, inadequately controlled risk, compliance with applicable laws, or weak performance. Provide an accurate written report used by credit union management to guide improvements, National Credit Union Administration (NCUA) to evaluate risks to the deposit insurance fund, and DCU management to allocate resources.

**Total \$**            \$453,445

**GFS \$** \$0

**Other \$** \$453,445

**FTEs** 0.3

**Agency Priority:** High

**Expected Results**

The results of this activity are measured by the percentage of credit unions that have a satisfactory examination rating. (CAMEL rating) Target: 80%

**Category:** Business, Employment and Consumer Services

**Licensing Consumer Loan Companies**

The purpose of this activity is to protect consumers by licensing consumer loan companies. The activity is self-supporting from annual assessments.

**Total \$**            \$374,719

**GFS \$** \$0

**Other \$** \$374,719

**FTEs** 2.9

**Agency Priority:** Low

**Expected Results**

By survey, percentage of license applicants giving a Good to Excellent rating for the overall quality of services received from the Division of Consumer Services during the application process.

**Category:** Business, Employment and Consumer Services

**Technical Assistance - Consumer Loan Industry**

To provide the consumer loan industry with clear direction to facilitate their compliance with statute and regulations. Meet with the Washington Financial Services Association twice a year providing them with information regarding technical and legal developments affecting their industry. Specifically outline proposed changes in the Consumer Loan Act.

**Total \$**            \$347,827

**GFS \$** \$0

**Other \$** \$347,827

**FTEs** 0.6

**Agency Priority:** Low

**Expected Results**



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 102 - Dept of Financial Institutions

**Category:** Business, Employment and Consumer Services

**Technical Assistance to the Mortgage Broker Industry**

**Total \$**            \$344,214

To provide the mortgage broker industry with clear direction to facilitate their compliance with statute and regulations. Meet with the Mortgage Broker Commission quarterly, sharing policy initiatives, and technical developments. Outline proposed changes to the Mortgage Broker Practices Act.

**GFS \$** \$0

**Other \$** \$344,214

**FTEs** 1.6

**Agency Priority:** Low

**Expected Results**

**Category:** Business, Employment and Consumer Services

**Communication and public outreach**

**Total \$**            \$325,492

Issue a variety of communications through the Department's website, in speeches, testimonies, reports, newsletters, and institutional letters to provide information to our financial institutions and other stakeholders regarding banking issues.

**GFS \$** \$0

**Other \$** \$325,492

**FTEs** 1.7

**Agency Priority:** Low

**Expected Results**

Provide information to our financial institutions and other stakeholders regarding banking issues.

**Category:** Business, Employment and Consumer Services

**Issuing Licenses to Mortgage Brokers**

**Total \$**            \$291,881

To protect consumers by licensing mortgage brokers. The activity is self-supporting from annual assessments.

**GFS \$** \$0

**Other \$** \$291,881

**FTEs** 2.6

**Agency Priority:** Low

**Expected Results**

By survey, percentage of license applicants giving a Good to Excellent rating for the overall quality of services received from the Division of Consumer Services during the application process.



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 102 - Dept of Financial Institutions

**Category:** Business, Employment and Consumer Services

**Examinations - Escrow Agents**

To protect consumers by conducting regular audits of escrow agents.

**Total \$**            \$291,648

**GFS \$** \$0

**Other \$** \$291,648

**FTEs** 1.9

**Agency Priority:** High

**Expected Results**

Cumulative total number of examinations and audits conducted by the Division of Consumer Services this fiscal year.

**Category:** Business, Employment and Consumer Services

**Bank Consumer Protection**

Investigate customer complaints to protect the interests of depositors, borrowers, shareholders, and consumers. This activity is self-supporting. Banks are assessed fees based on their total assets.

**Total \$**            \$287,199

**GFS \$** \$0

**Other \$** \$287,199

**FTEs** 1.5

**Agency Priority:** Low

**Expected Results**

The average processing time by the Division of Banks of consumer complaints, from the time the complaint is received by the Division to the time a response is received from the financial institution. (Benchmark 30 days)

The percent of consumer complaints processed within the timeframe specified in the Division's guidelines. (Benchmark 90%)

**Category:** Business, Employment and Consumer Services

**Investigations and Enforcement - Mortgage Brokers**

To protect consumers by enforcing the statutes and regulations governing mortgage brokers.

Other Funds:

**Total \$**            \$238,036

**GFS \$** \$0

**Other \$** \$238,036

**FTEs** 1.5

**Agency Priority:** High

**Expected Results**

The number of new enforcement cases opened by the Division of Consumer Services this period (new each month accumulating YTD).



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 102 - Dept of Financial Institutions

**Category:** Business, Employment and Consumer Services

**Technical Assistance - Escrow Industry**

To provide the escrow industry, the escrow commission and industry liaison groups with clear direction to facilitate their compliance with statute and regulations. Meet with the Escrow Commission quarterly, sharing policy initiatives, and technical developments. Outline proposed changes to the Escrow Agent Registration Act. Note increasing need for examination and enforcement oversight of escrow licensees due to increased theft from licensees.

**Total \$**            \$203,475

**GFS \$** \$0

**Other \$** \$203,475

**FTEs** 0.8

**Agency Priority:** Low

**Expected Results**

**Category:** Business, Employment and Consumer Services

**Bank Supervision and Enforcement**

Conduct off-site analysis to detect institutional and industry trends, and issue enforcement actions to foster changes in institutions that require corrective action. This activity is self-supporting. Banks are assessed fees based on their total assets and billed at an hourly rate for examinations.

**Total \$**            \$191,466

**GFS \$** \$0

**Other \$** \$191,466

**FTEs** 1.0

**Agency Priority:** Low

**Expected Results**

Percent of depository institutions with unsatisfactory examination ratings (CAMELS rating) that receive the appropriate written supervisory action.

**Category:** Business, Employment and Consumer Services

**Chartering Banks**

Evaluate and approve new applications, mergers, conversions, branches, and corporate governance changes. This activity is self-supporting. Banks are assessed fees based on their total assets and also billed at an hourly rate for review of new bank applications, mergers, conversions, reorganizations and branching activity.

**Total \$**            \$191,466

**GFS \$** \$0

**Other \$** \$191,466

**FTEs** 1.0

**Agency Priority:** Low

**Expected Results**



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 102 - Dept of Financial Institutions

**Category:** Business, Employment and Consumer Services

**Perform Bank Information Systems Examinations**

To protect the interests of depositors, borrowers, shareholders, and consumers, by ensuring our banks are operating in a safe and sound manner. This activity is self-supporting. Banks are assessed fees based on their total assets and billed at an hourly rate for examinations.

**Total \$**            \$191,466

**GFS \$** \$0

**Other \$** \$191,466

**FTEs** 1.0

**Agency Priority:** Low

**Expected Results**

**Category:** Business, Employment and Consumer Services

**Credit Union Supervision and Enforcement**

Conduct off-site analysis and issue enforcement actions to foster changes in credit unions that require corrective action. To protect the interests of depositors, borrowers, and members, by ensuring state credit unions are operating in a safe and sound manner. To ensure state credit unions are in compliance with statutes, rules, and regulations. This activity is self-supporting from fees paid by credit unions and regulated persons.

**Total \$**            \$164,660

**GFS \$** \$0

**Other \$** \$164,660

**FTEs** 0.9

**Agency Priority:** Low

**Expected Results**

The results of this activity are measured by the percentage of credit unions with unsatisfactory examination ratings (CAMEL rating) that receive the appropriate written supervisory action. Target: 100%

**Category:** Business, Employment and Consumer Services

**Processing and Resolving Consumer Complaints - Mortgage Brokers**

To facilitate consumers in filing complaints and render findings of violations against mortgage brokers.

Other Funds:

**Total \$**            \$158,946

**GFS \$** \$0

**Other \$** \$158,946

**FTEs** 1.5

**Agency Priority:** High

**Expected Results**

Percent of individuals and businesses surveyed responding Good to Excellent on the overall quality of the service received from the Division of Consumer Services during complaint investigation.

The average number of working days for the Division of Consumer Services to process a complaint against a regulated business, from the day of receipt of a written complaint to resolution of the complaint.



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 102 - Dept of Financial Institutions

**Category:** Business, Employment and Consumer Services

**Examinations of Check Cashers/Sellers and Payday Lenders**

To protect consumers by conducting regular audits of check cashers/sellers and payday lenders. The activity is self-supporting from hourly examination fees.

**Total \$**            \$156,762

**GFS \$** \$0

**Other \$** \$156,762

**FTEs** 1.0

**Agency Priority:** Low

**Expected Results**

Cumulative total number of examinations and audits conducted by the Division of Consumer Services this fiscal year.

**Category:** Business, Employment and Consumer Services

**Investigations and Enforcement - Consumer Loan Companies**

To protect consumers by enforcing the statutes and regulations governing consumer loan companies. The activity is self-supporting from hourly investigation fees.

**Total \$**            \$151,651

**GFS \$** \$0

**Other \$** \$151,651

**FTEs** 0.7

**Agency Priority:** High

**Expected Results**

The number of new enforcement cases opened by the Division of Consumer Services this period (new each month accumulating YTD).

**Category:** Business, Employment and Consumer Services

**Credit Union Chartering**

Evaluate and approve new applications, mergers, conversions, and corporate governance changes to ensure state chartered credit unions remain viable and competitive, and to advocate economic growth. This activity is self-supporting from fees paid by credit unions and regulated persons.

**Total \$**            \$147,067

**GFS \$** \$0

**Other \$** \$147,067

**FTEs** 0.8

**Agency Priority:** Low

**Expected Results**



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 102 - Dept of Financial Institutions

**Category:** Business, Employment and Consumer Services

**Licensing - Escrow Agents and Officers**

To protect consumers by licensing escrow agents and officers. The activity is self-supporting from annual assessments.

Other Funds:

<b>Total \$</b>	<u>          </u> \$137,818
<b>GFS \$</b>	\$0
<b>Other \$</b>	\$137,818
<b>FTEs</b>	1.0
<b>Agency Priority:</b>	Low

**Expected Results**

By survey, percentage of license applicants giving a Good to Excellent rating for the overall quality of services received from the Division of Consumer Services during the application process.

**Category:** Business, Employment and Consumer Services

**Resolving Consumer Complaints - Consumer Loan Companies**

To facilitate consumers in filing complaints and render findings of violations against consumer loan companies.

<b>Total \$</b>	<u>          </u> \$118,341
<b>GFS \$</b>	\$0
<b>Other \$</b>	\$118,341
<b>FTEs</b>	0.9
<b>Agency Priority:</b>	High

**Expected Results**

Percent of individuals and businesses surveyed responding Good to Excellent on the overall quality of the service received from the Division of Consumer Services during complaint investigation.

The average number of working days for the Division of Consumer Services to process a complaint against a regulated business, from the day of receipt of a written complaint to resolution of the complaint.

**Category:** Business, Employment and Consumer Services

**Regulation of Franchise Activities**

To protect the public from dishonest and fraudulent practices in the offer and sale of franchises and through regulation of the post-sale relationship between sellers and purchasers of franchises. This activity is fully supported from fees paid under the Franchise and Securities Acts, with 87% of fees collected going into the General Fund.

Chapter 19.100 RCW

<b>Total \$</b>	<u>          </u> \$111,096
<b>GFS \$</b>	\$0
<b>Other \$</b>	\$111,096
<b>FTEs</b>	0.7
<b>Agency Priority:</b>	Low

**Expected Results**

Average initial response time in business days for franchise applications.

Number of franchise enforcement actions taken (administrative orders, civil actions, and criminal referrals)



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 102 - Dept of Financial Institutions

**Category:** Business, Employment and Consumer Services

**Investigations and Enforcement- Escrow Agents and Officers**

To protect consumers by enforcing the statutes and regulations governing escrow agents and officers.

**Total \$**            \$102,274

**GFS \$** \$0

**Other \$** \$102,274

**FTEs** 0.6

**Agency Priority:** High

**Expected Results**

The number of new enforcement cases opened by the Division of Consumer Services this period (new each month accumulating YTD).

**Category:** Business, Employment and Consumer Services

**Credit Union Consumer Protection**

Investigate customer complaints. To protect the interests of the consumer. This activity is self-supporting from fees paid by credit unions and regulated persons.

**Total \$**            \$97,553

**GFS \$** \$0

**Other \$** \$97,553

**FTEs** 0.6

**Agency Priority:** Low

**Expected Results**

**Category:** Business, Employment and Consumer Services

**Bank Regulation**

To issue rules under WAC 208, propose legislation related to the RCW Titles 30, 32, and 33 and offer legal opinions regarding these rules and statutes. This activity is self-supporting. Banks are assessed fees based on their total assets.

**Total \$**            \$95,732

**GFS \$** \$0

**Other \$** \$95,732

**FTEs** 0.5

**Agency Priority:** Low

**Expected Results**



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 102 - Dept of Financial Institutions

**Category:** Business, Employment and Consumer Services

**Licensing Check Cashers/Sellers and Payday Lenders**

**Total \$**            \$90,209

To protect consumers by licensing check cashers and sellers and payday lending activities. The activity is self-supporting from annual assessments.

**GFS \$** \$0

**Other \$** \$90,209

<b>FTEs</b>	0.7
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**Agency Priority:** Low

**Expected Results**

By survey, percentage of license applicants giving a Good to Excellent rating for the overall quality of services received from the Division of Consumer Services during the application process.

**Category:** Business, Employment and Consumer Services

**Public Outreach and Education to Consumers - Check Cashers/Sellers and Payday Lenders**

**Total \$**            \$85,923

To protect the public through education programs concerning the check casher/seller and payday lender industries and the products they provide.

**GFS \$** \$0

**Other \$** \$85,923

<b>FTEs</b>	0.0
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Other Funds

**Agency Priority:** Low

**Expected Results**

Number of public functions where DFI is represented and/or DFI educational materials are available.  
 Number of financial crime awareness trainings.

**Category:** Business, Employment and Consumer Services

**Public Outreach and Investor Education**

**Total \$**            \$85,836

To protect the public from dishonest and fraudulent practices of securities issuers, broker-dealers, investment advisers, and broker-dealer and investment adviser representatives, the Securities Division conducts public outreach events and investor education. This activity is fully supported from fees and fines paid by regulated persons and entities, with 87% of fees collected going into the General Fund.

**GFS \$** \$0

**Other \$** \$85,836

<b>FTEs</b>	0.7
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**Agency Priority:** Low

Chapter 21.20 RCW

**Expected Results**

Number of public functions where DFI is represented and/or DFI educational materials are available  
 Number of financial crime awareness trainings



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 102 - Dept of Financial Institutions

**Category:** Business, Employment and Consumer Services

**Resolving Consumer Complaints**

To facilitate consumers in filing complaints and render findings of violations against escrow agents.

**Total \$**            \$82,765

**GFS \$** \$0

**Other \$** \$82,765

**FTEs** 0.6

**Agency Priority:** High

**Expected Results**

Percent of individuals and businesses surveyed responding Good to Excellent on the overall quality of the service received from the Division of Consumer Services during complaint investigation.  
The average number of working days for the Division of Consumer Services to process a complaint against a regulated business, from the day of receipt of a written complaint to resolution of the complaint.

**Category:** Business, Employment and Consumer Services

**Credit Union Examination**

Issue rules under Chapter 208 WAC; propose legislation related to Chapter 31.12, 31.13 RCW; offer legal opinions regarding Chapter 208 WAC, Chapter 31.12, 31.13 RCW. To protect the interests of depositors, borrowers, and members, by ensuring credit unions are operating in a safe and sound manner. To ensure credit unions are in compliance with statutes, rules, and regulations. To ensure state chartered credit unions remain viable and competitive, and to advocate economic growth. This activity is self-supporting from fees paid by credit unions and regulated persons.

**Total \$**            \$74,714

**GFS \$** \$0

**Other \$** \$74,714

**FTEs** 0.5

**Agency Priority:** Low

**Expected Results**

**Category:** Business, Employment and Consumer Services

**Regulation of Business Opportunities**

To protect the public from the dishonest and fraudulent practices in the offer and sale or lease of business opportunities. This activity is fully supported from fees paid under the Business Opportunities and Securities Acts, with 87% of fees collected going into the General Fund.

Chapter 19.110 RCW

**Expected Results**

Average initial response time in business days for business opportunity applications  
Number of business opportunity enforcement actions taken (administrative orders, civil actions, and criminal referrals)

**Total \$**            \$47,574

**GFS \$** \$0

**Other \$** \$47,574

**FTEs** 0.3

**Agency Priority:** Low



State of Washington  
Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 102 - Dept of Financial Institutions

**Category:** Business, Employment and Consumer Services

**Public Outreach and Education to Consumers - Consumer Loan Products**

To protect the public through education programs concerning the consumer loan industry and the products they provide.

Other Funds:

<b>Total \$</b>	<u>          \$41,122</u>
<b>GFS \$</b>	\$0
<b>Other \$</b>	\$41,122
<b>FTEs</b>	0.2
<b>Agency Priority:</b>	Low

**Expected Results**

Number of public functions where DFI is represented and/or DFI educational materials are available.  
Number of financial crime awareness trainings.

**Category:** Business, Employment and Consumer Services

**Investigations and Enforcement - Check Cashers/Sellers and Payday Lenders**

To protect consumers by enforcing the statutes and regulations governing check cashers/sellers and payday lenders. The enforcement activity is self-supporting from hourly enforcement and investigation fees.

<b>Total \$</b>	<u>          \$25,086</u>
<b>GFS \$</b>	\$0
<b>Other \$</b>	\$25,086
<b>FTEs</b>	0.1
<b>Agency Priority:</b>	Low

**Expected Results**

The number of new enforcement cases opened by the Division of Consumer Services this period (new each month accumulating YTD).

**Category:** Business, Employment and Consumer Services

**Resolving Consumer Complaints - Check Cashers/Sellers and Payday Lenders**

To facilitate consumers in filing complaints and render findings of violations against check cashers/sellers and payday lenders.

Other Funds:

<b>Total \$</b>	<u>          \$21,583</u>
<b>GFS \$</b>	\$0
<b>Other \$</b>	\$21,583
<b>FTEs</b>	0.1
<b>Agency Priority:</b>	Low

**Expected Results**

Percent of individuals and businesses surveyed responding Good to Excellent on the overall quality of the service received from the Division of Consumer Services during complaint investigation.

The average number of working days for the Division of Consumer Services to process a complaint against a regulated business, from the day of receipt of a written complaint to resolution of the complaint.



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 102 - Dept of Financial Institutions

**Category:** Business, Employment and Consumer Services

**Public Outreach and Education to Consumers of Mortgage Products**

To protect the public through education programs concerning the mortgage broker industry and the products they provide.

**Total \$**            \$21,402

**GFS \$** \$0

**Other \$** \$21,402

<b>FTEs</b>	0.1
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**Agency Priority:** Low

**Expected Results**

Number of public functions where DFI is represented and/or DFI educational materials are available  
 Number of financial crime awareness trainings

**Category:** Business, Employment and Consumer Services

**Public Outreach and Education to Consumers - Escrow Agent Products**

To protect the public through education programs concerning the escrow industry and the products they provide.

**Total \$**            \$15,793

**GFS \$** \$0

**Other \$** \$15,793

<b>FTEs</b>	0.1
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**Agency Priority:** Low

**Expected Results**

Number of public functions where DFI is represented and/or DFI educational materials are available.  
 Number of financial crime awareness trainings.

**Category:** Business, Employment and Consumer Services

**Technical Assistance - Check Cashers/Sellers and Payday Lenders**

To provide the check casher/seller and payday lender industries with clear direction to facilitate their compliance with statute and regulations. Meet with the Community Financial Services Association of America twice a year and share policy developments. Share money transmitter licensing proposals and technical developments.

**Total \$**            \$6,845

**GFS \$** \$0

**Other \$** \$6,845

<b>FTEs</b>	0.3
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**Agency Priority:** Low

**Expected Results**



State of Washington  
 Agency Activity Inventory System

Agency Activity by Agency

Approp Period 2003-05

Activity Version: 03-05 Budget Submittal - Maintenance Level

**Agency:** 102 - Dept of Financial Institutions

**Category:** Business, Employment and Consumer Services

**Regulation of Commodities Transactions**

To protect the public from dishonest and fraudulent practices in the offer and sale of commodity contracts and commodity options. This activity is fully supported from fees paid under the Securities Act, with 87% of fees collected going into the General Fund.

Chapter 21.30 RCW

**Expected Results**

Number of commodities transaction enforcement actions taken (administrative orders, civil actions, and criminal referrals).

<b>Total \$</b>	<u>\$5,470</u>
<b>GFS \$</b>	\$0
<b>Other \$</b>	\$5,470
<b>FTEs</b>	<u>0.1</u>
<b>Agency Priority:</b>	Low

**Sub-Total for Agency 102 - Dept of Financial Institutions**

<b>Totals</b>	<u>\$24,222,991</u>
<b>GFS</b>	\$0
<b>Other</b>	\$24,222,991
<b>FTEs</b>	<u>139.0</u>