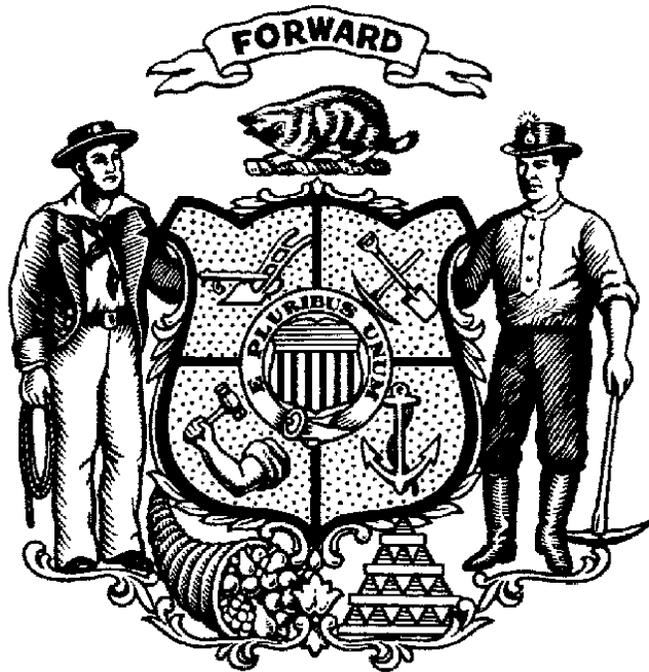


State of Wisconsin

Secretary of State



Agency Budget Request
2013 – 2015 Biennium
September 17, 2012

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DOUGLAS LA FOLLETTE



**SECRETARY OF STATE
WISCONSIN**

September 2012

The Honorable Scott Walker
Governor, State of Wisconsin
115 East, State Capitol
Madison, WI 53702

Dear Governor Walker:

I am pleased to submit the 2013-15 biennial budget request from the Office of Secretary of State. This request has been prepared in accordance with your major budget policies for 2013-15, and has been carefully developed to advance the Office's efforts to provide the highest quality customer service while maintaining cost effective practices by effectively utilizing limited personnel, fiscal and technological resources to administer program responsibilities.

The Office of the Secretary of State has been diligent in its efforts to maintain performance, excellent customer services and responsiveness in light of staff cuts of 40% and budgets cuts of 30% in our 2011-13 biennial budget. This has been accomplished through a successful reorganization of the Office and an on-going commitment to supporting agency employees in fulfilling the Office's mission by working across disciplines; seeking innovative ways to improve services; keeping abreast of technological advances; and exercising appropriate leadership. In addition the office continues to be one of the only State agencies that provides customers immediate telephone access to competent "live" office staff who are responsive to questions, inquiries, relaying program information and instructions, and also redirecting of calls to appropriate agencies.

During the 2011-13 budget cycle the Office of the Secretary of State expanded use of its website by launching digitalized availability of oath and pardons records for public access for the first time, revised and increased user friendliness of on-line forms and instructions, including bi-lingual versions, and improved and streamlined expedited processing services.

To continue to preserve important records, and maintain electronic public access to those records, and to maintain IT systems that meet industry standards and public expectations, on a very limited budget, will require ongoing efforts to optimize information technology systems. The attached budget includes requests to maximize impact and effectiveness of available staff and fiscal resources. In addition, to support the aforementioned efforts, the Office of the Secretary of State will continue to regularly revise and update its website to reflect new systems, policies and offer enhanced service and accessibility to online documents for public access.

My staff and I are available to answer questions or to clarify points in this budget request. I thank you and the hardworking people in the Budget Office for your consideration of the items in this budget request.

Sincerely,

A handwritten signature in black ink that reads "Doug La Follette". The signature is written in a cursive style with a large, prominent initial "D".

Doug La Follette
Secretary of State

AGENCY DESCRIPTION

The Office of the Secretary of State is headed by an elected, constitutional officer, and is required by Wisconsin's Constitution to maintain the official acts of the Legislature and Governor, and to keep the Great Seal of the State of Wisconsin and affix it to all official acts of the Governor. In addition, the Secretary of State administers program responsibilities set forth in over 100 sections of the Wisconsin Statutes, issuing authentications and apostilles; recording annexations and charter ordinances of municipalities; publishing legislative acts; recording official acts of the Legislature and the Governor; and filing oaths of office and deeds for state lands and buildings. All of these services are critical to Wisconsin's business, legal and real estate communities, as well as to other members of the public both in and outside the State of Wisconsin.

MISSION

The mission of the Office of Secretary of State is to provide high quality, cost effective service to Wisconsin's citizens, governments, businesses and visitors. The Office is committed to effectively utilizing personnel, fiscal and technological resources to administer program responsibilities, and welcomes input from the public it serves in an effort to upgrade services offered. We value our dedicated staff, and seek to provide the tools, resources and supportive working environment to assure continued excellent service.

PROGRAMS, GOALS, OBJECTIVES AND ACTIVITIES

Program 1: Managing Program Responsibilities

Authentications and Apostilles

Goal: Provide proper authentication of notaries public and other public official signatures/seals to any and all documents requiring such validation promptly and professionally.

Objective/Activity: Maintain a comprehensive database of completed apostilles (as required by the Hague Convention) and authentications, as well as comprehensive records of public officials used for certification. Track and maintain an accurate list of countries requiring certification in an apostille format as determined by international treaty. Remain current on standards and policies for providing this services as set by the Hague Convention and individual countries.

Guarantee Preservation and Accessibility of State Records

Goal: Assure that important and historical state records are preserved and electronically available to the public.

Objective/Activity: Continue to explore and integrate new/emerging technologies in order meet industry standards and public expectations for ease and speed of access to state records.

Publication of Legislative Acts

Goal: Set publication date, publish and inform various state agencies and the public of new state laws and enrolled joint resolutions.

Objective/Activity: Coordinate the date of publication of new state laws and enrolled joint resolutions as outlined in state statutes with the Legislative Reference Bureau. Notify the State newspaper with appropriate text and certificate for publication to notify the public. Provide various state agencies with information and documentation of publications. Maintain a complete log of new state laws and joint resolutions.

Municipal Records

Goal: Audit, accept, file and distribute various records including city and village incorporation papers, annexations, detachments, charter ordinances, litigation papers, and corporate boundaries.

Objective/Activity: Maintain a comprehensive and accurate record of municipal records. Ensure the timely and accurate recording and also the appropriate distribution of copies of municipal ordinances and plats affecting the boundaries of cities and villages which ultimately affects amounts of revenue granted to municipalities.

PERFORMANCE MEASURES

2011 AND 2012 GOALS AND ACTUALS

Prog. No.	Performance Measure	Goal 2011	Actual 2011	Goal 2012	Actual 2012
1.	Authentications/apostilles affixed.	22,000	18,600	21,000	15,835

Note: Based on fiscal year.

2013, 2014 AND 2015 GOALS

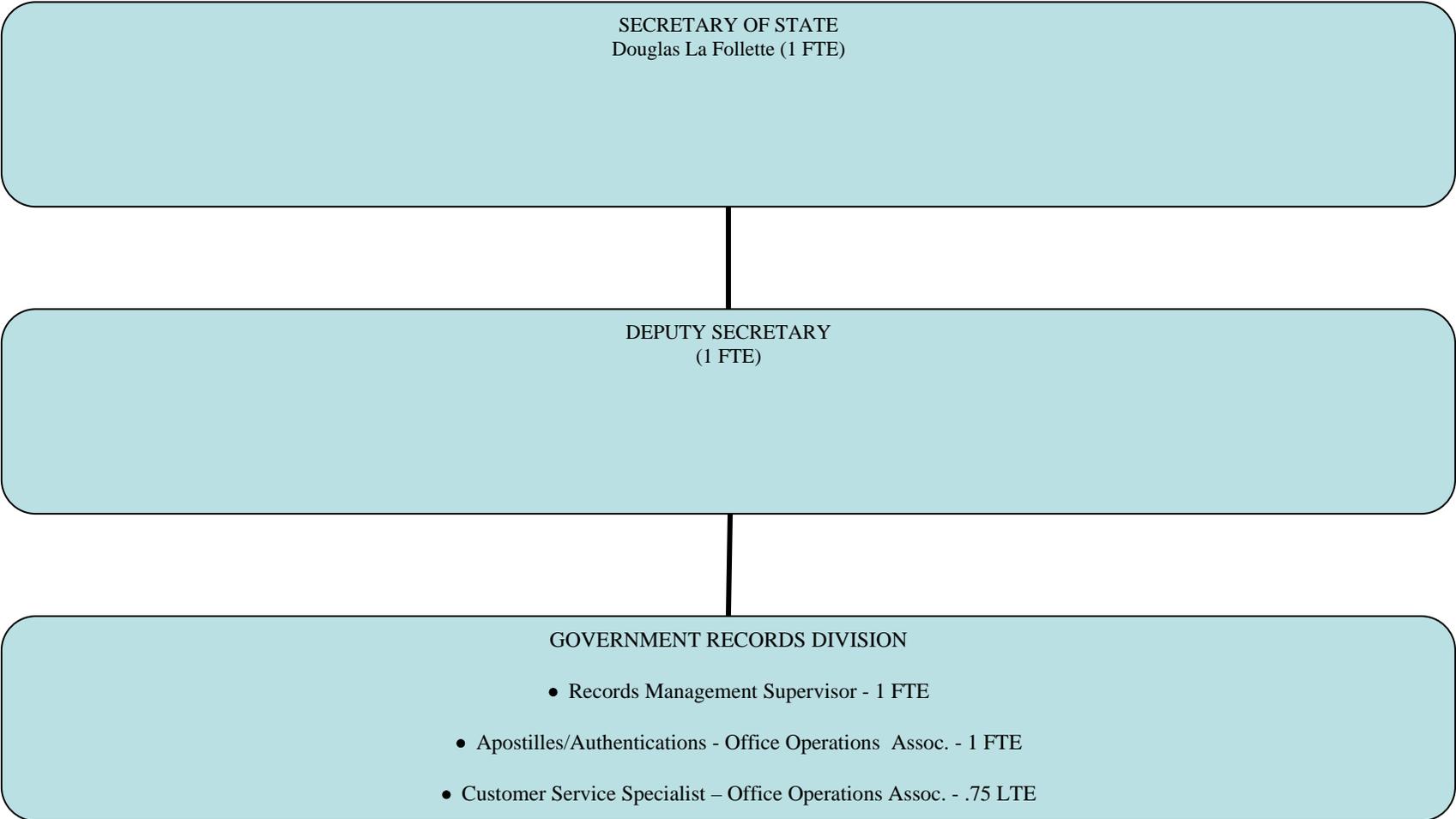
Prog. No.	Performance Measure	Goal 2013	Goal 2014	Goal 2015
1.	Authentications/apostilles affixed. ¹	17,200	17,200	17,200

Note: Based on fiscal year.

¹The projection of goals is difficult as it is based on the number of anticipated filings and there can be significant variation depending on factors such as changes in the domestic and international economic climates and resultant changes in the volume of international commerce and adoptions. Projected goals have been decreased for authentications/apostilles certificates to reflect the trend observed in 2011 and 2012 Actual figures (above). The anticipated goal is an average of the actual for 2011 and 2012.

Office of the Secretary of State

FUNCTIONAL ORGANIZATION CHART



Agency Total by Fund Source

Office of the Secretary of State

1315 Biennial Budget

		ANNUAL SUMMARY						BIENNIAL SUMMARY			
Source of Funds		Prior Year Total	Adjusted Base	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE	Base Year Doubled (BYD)	Biennial Request	Change From (BYD)	Change From BYD %
PR	S	\$475,952	\$513,600	\$507,000	\$508,600	4.00	4.00	\$1,027,200	\$1,015,600	(\$11,600)	-1.1%
Total		\$475,952	\$513,600	\$507,000	\$508,600	4.00	4.00	\$1,027,200	\$1,015,600	(\$11,600)	-1.1%
Grand Total		\$475,952	\$513,600	\$507,000	\$508,600	4.00	4.00	\$1,027,200	\$1,015,600	(\$11,600)	-1.1%

Agency Total by Program
Office of the Secretary of State

1315 Biennial Budget

Source of Funds	ANNUAL SUMMARY						BIENNIAL SUMMARY			
	Prior Year Actual	Adjusted Base	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE	Base Year Doubled (BYD)	Biennial Request	Change From (BYD)	Change From BYD %
01 MANAGING AND OPERATING PROGRAM RESPONSIBILITIES										
Non Federal										
PR	\$0	\$513,600	\$507,000	\$508,600	4.00	4.00	\$1,027,200	\$1,015,600	(\$11,600)	-1.13%
S	\$0	\$513,600	\$507,000	\$508,600	4.00	4.00	\$1,027,200	\$1,015,600	(\$11,600)	-1.13%
Total - Non Federal	\$0	\$513,600	\$507,000	\$508,600	4.00	4.00	\$1,027,200	\$1,015,600	(\$11,600)	-1.13%
S	\$0	\$513,600	\$507,000	\$508,600	4.00	4.00	\$1,027,200	\$1,015,600	(\$11,600)	-1.13%
PGM 01 Total	\$0	\$513,600	\$507,000	\$508,600	4.00	4.00	\$1,027,200	\$1,015,600	(\$11,600)	-1.13%
PR	\$0	\$513,600	\$507,000	\$508,600	4.00	4.00	\$1,027,200	\$1,015,600	(\$11,600)	-1.13%
S	\$0	\$513,600	\$507,000	\$508,600	4.00	4.00	\$1,027,200	\$1,015,600	(\$11,600)	-1.13%
TOTAL 01	\$0	\$513,600	\$507,000	\$508,600	4.00	4.00	\$1,027,200	\$1,015,600	(\$11,600)	-1.13%
S	\$0	\$513,600	\$507,000	\$508,600	4.00	4.00	\$1,027,200	\$1,015,600	(\$11,600)	-1.13%
Agency Total	\$0	\$513,600	\$507,000	\$508,600	4.00	4.00	\$1,027,200	\$1,015,600	(\$11,600)	-1.13%

Agency Total by Decision Item

Office of the Secretary of State

1315 Biennial Budget

Decision Item	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
2000 Adjusted Base Funding Level	\$513,600	\$513,600	4.00	4.00
3003 Full Funding of Continuing Position Salaries and Fringe Benefits	(\$9,300)	(\$9,300)	0.00	0.00
3010 Full Funding of Lease and Directed Moves Costs	\$2,700	\$4,300	0.00	0.00
3011 Minor Transfers Within the Same Alpha Appropriation	\$0	\$0	0.00	0.00
TOTAL	\$507,000	\$508,600	4.00	4.00

GPR Earned

1315 Biennial Budget

	CODES	TITLES
DEPARTMENT	575	Secretary of State
PROGRAM	01	Managing and operating program responsibilities
DATE	September 17, 2012	

Revenue	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$0	\$0	\$0	\$0
Lapse	\$122,300	\$51,200	\$51,200	\$51,200
Total	\$122,300	\$51,200	\$51,200	\$51,200

Program Revenue

1315 Biennial Budget

	CODES	TITLES
DEPARTMENT	575	Secretary of State
PROGRAM	01	Managing and operating program responsibilities
SUBPROGRAM		
NUMERIC APPROPRIATION	30	Program fees

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$70,300	\$49,100	\$0	\$0
Program Revenue	\$454,700	\$462,600	\$554,800	\$556,400
Total Revenue	\$525,000	\$511,700	\$554,800	\$556,400
Expenditures	\$475,900	\$511,700	\$0	\$0
PR Cash Lapse	\$0	\$0	\$51,200	\$51,200
3011 Minor Transfers Within the Same Alpha Appropriation	\$0	\$0	\$0	\$0
3003 Full Funding of Continuing Position Salaries and Fringe Benefits	\$0	\$0	(\$9,300)	(\$9,300)
3010 Full Funding of Lease and Directed Moves Costs	\$0	\$0	\$2,700	\$4,300
2000 Adjusted Base Funding Level	\$0	\$0	\$510,200	\$510,200
Total Expenditures	\$475,900	\$511,700	\$554,800	\$556,400
Closing Balance	\$49,100	\$0	\$0	\$0

Decision Item (DIN) - 2000
Adjusted Base Funding Level

NARRATIVE

Adjusted Base Funding Level

Decision Item by Line

1315 Biennial Budget

	CODES	TITLES
DEPARTMENT	575	Secretary of State
	CODES	TITLES
DECISION ITEM	2000	Adjusted Base Funding Level

	Expenditure items	1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$210,800	\$210,800
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$17,700	\$17,700
05	Fringe Benefits	\$93,300	\$93,300
06	Supplies and Services	\$190,000	\$190,000
07	Permanent Property	\$0	\$0
08	Unalloted Reserve	\$1,800	\$1,800
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	\$513,600	\$513,600
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	2.00	2.00
20	Unclassified Positions Authorized	2.00	2.00

Decision Item by Numeric

1315 Biennial Budget

Office of the Secretary of State

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	2000	Adjusted Base Funding Level			
01	Managing and operating program responsibilities				
	30 Program fees	\$510,200	\$510,200	4.00	4.00
	35 Agency collections	\$3,400	\$3,400	0.00	0.00
	Managing and operating program responsibilities SubTotal	\$513,600	\$513,600	4.00	4.00
	Adjusted Base Funding Level SubTotal	\$513,600	\$513,600	4.00	4.00
	Agency Total	\$513,600	\$513,600	4.00	4.00

Decision Item by Fund Source

1315 Biennial Budget

Office of the Secretary of State

				1st Year FTE	2nd Year FTE
	Source of Funds		1st Year Total	2nd Year Total	
Decision Item	2000	Adjusted Base Funding Level			
	PR	S	\$513,600	\$513,600	4.00 4.00
	Total		\$513,600	\$513,600	4.00 4.00
Agency Total			\$513,600	\$513,600	4.00 4.00

Decision Item (DIN) - 3003

Full Funding of Continuing Position Salaries and Fringe Benefits

NARRATIVE

Standard Budget Adjustment - Full Funding of Continuing Position Salaries and Fringe Benefits

Decision Item by Line

1315 Biennial Budget

	CODES	TITLES
DEPARTMENT	575	Secretary of State
	CODES	TITLES
DECISION ITEM	3003	Full Funding of Continuing Position Salaries and Fringe Benefits

	Expenditure items	1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$400	\$400
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	(\$9,700)	(\$9,700)
06	Supplies and Services	\$0	\$0
07	Permanent Property	\$0	\$0
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	(\$9,300)	(\$9,300)
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

1315 Biennial Budget

Office of the Secretary of State

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	3003	Full Funding of Continuing Position Salaries and Fringe Benefits			
01	Managing and operating program responsibilities				
	30 Program fees	(\$9,300)	(\$9,300)	0.00	0.00
	Managing and operating program responsibilities SubTotal	(\$9,300)	(\$9,300)	0.00	0.00
	Full Funding of Continuing Position Salaries and Fringe Benefits SubTotal	(\$9,300)	(\$9,300)	0.00	0.00
	Agency Total	(\$9,300)	(\$9,300)	0.00	0.00

Decision Item by Fund Source

1315 Biennial Budget

Office of the Secretary of State

				1st Year FTE	2nd Year FTE
	Source of Funds		1st Year Total	2nd Year Total	
Decision Item	3003	Full Funding of Continuing Position Salaries and Fringe Benefits			
	PR	S	(\$9,300)	(\$9,300)	0.00
	Total		(\$9,300)	(\$9,300)	0.00
Agency Total			(\$9,300)	(\$9,300)	0.00

Decision Item (DIN) - 3010
Full Funding of Lease and Directed Moves Costs

NARRATIVE

Standard Budget Adjustment - Full Funding of Lease and Directed Moves Costs

Decision Item by Line

1315 Biennial Budget

	CODES	TITLES
DEPARTMENT	575	Secretary of State
	CODES	TITLES
DECISION ITEM	3010	Full Funding of Lease and Directed Moves Costs

	Expenditure items	1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$0	\$0
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	\$0	\$0
06	Supplies and Services	\$2,700	\$4,300
07	Permanent Property	\$0	\$0
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	\$2,700	\$4,300
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

1315 Biennial Budget

Office of the Secretary of State

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	3010	Full Funding of Lease and Directed Moves Costs			
01	Managing and operating program responsibilities				
	30 Program fees	\$2,700	\$4,300	0.00	0.00
	Managing and operating program responsibilities SubTotal	\$2,700	\$4,300	0.00	0.00
	Full Funding of Lease and Directed Moves Costs SubTotal	\$2,700	\$4,300	0.00	0.00
	Agency Total	\$2,700	\$4,300	0.00	0.00

Decision Item by Fund Source

1315 Biennial Budget

Office of the Secretary of State

				1st Year FTE	2nd Year FTE
	Source of Funds		1st Year Total	2nd Year Total	
Decision Item	3010	Full Funding of Lease and Directed Moves Costs			
	PR	S	\$2,700	\$4,300	0.00 0.00
	Total		\$2,700	\$4,300	0.00 0.00
Agency Total			\$2,700	\$4,300	0.00 0.00

Decision Item (DIN) - 3011

Minor Transfers Within the Same Alpha Appropriation

NARRATIVE

Standard Budget Adjustment - Minor Transfers Within the Same Alpha Appropriation

Decision Item by Line

1315 Biennial Budget

	CODES	TITLES
DEPARTMENT	575	Secretary of State
	CODES	TITLES
DECISION ITEM	3011	Minor Transfers Within the Same Alpha Appropriation

	Expenditure items	1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$0	\$0
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$17,700	\$17,700
05	Fringe Benefits	\$1,400	\$1,400
06	Supplies and Services	(\$19,100)	(\$19,100)
07	Permanent Property	\$0	\$0
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	\$0	\$0
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

1315 Biennial Budget

Office of the Secretary of State

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	3011	Minor Transfers Within the Same Alpha Appropriation			
01	Managing and operating program responsibilities				
	30 Program fees	\$0	\$0	0.00	0.00
	Managing and operating program responsibilities SubTotal	\$0	\$0	0.00	0.00
	Minor Transfers Within the Same Alpha Appropriation SubTotal	\$0	\$0	0.00	0.00
	Agency Total	\$0	\$0	0.00	0.00

Decision Item by Fund Source

1315 Biennial Budget

Office of the Secretary of State

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	3011	Minor Transfers Within the Same Alpha Appropriation				
	PR	S	\$0	\$0	0.00	0.00
	Total		\$0	\$0	0.00	0.00
Agency Total			\$0	\$0	0.00	0.00