

SECRETARY OF STATE

GOVERNOR'S BUDGET RECOMMENDATIONS

Source of Funds	FY15 Adjusted Base	FY16 Recommended	% Change Over FY15	FY17 Recommended	% Change Over FY16
PR-O	510,100	265,000	-48.0	265,000	0.0
PR-S	3,400	3,400	0.0	3,400	0.0
TOTAL	513,500	268,400	-47.7	268,400	0.0

FULL-TIME EQUIVALENT POSITION SUMMARY

Source of Funds	FY15 Adjusted Base	FY16 Recommended	FTE Change Over FY15	FY17 Recommended	FTE Change Over FY16
PR-O	4.00	2.00	-2.00	2.00	0.00
TOTAL	4.00	2.00	-2.00	2.00	0.00

AGENCY DESCRIPTION

The office 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 Wisconsin Statutes, including issuing authentications and apostilles, recording annexations and charter ordinances of municipalities, publishing legislative acts, recording official acts of the Legislature and 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 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. The office values its dedicated staff, and seeks to provide the tools, resources and supportive working environment to assure continued excellent service.

PROGRAMS, GOALS, OBJECTIVES AND ACTIVITIES

Program 1: Managing and Operating 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 service as set by the Hague Convention and individual countries.

Preservation and Accessibility of State Records

Goal: Ensure 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 to meet industry standards and public expectations for ease and speed of access to state records.

Legislative Acts:

Goal: Inform the public of new state laws, inform various state agencies of new joint resolutions and constitutional amendments, and maintain and bind the acts into books.

Objective/Activity: Schedule printing of announcement of new legislation in the state newspaper within designated time periods of the appropriate text and certificate for publication to notify the public. Provide various state agencies with information and documentation of publications in a timely manner. Maintain a complete log of new state laws, constitutional changes and joint resolutions and have new legislation acts bound into books.

Municipal Records:

Goal: Audit, accept, file and distribute various municipal 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 the appropriate distribution of copies of municipal ordinances and plats affecting the boundaries of cities and villages.

PERFORMANCE MEASURES

2013 AND 2014 GOALS AND ACTUALS

Prog. No.	Performance Measure	Goal 2013	Actual 2013	Goal 2014	Actual 2014
1.	Authentications/apostilles affixed.	17,200	15,204	17,200	15,498

Note: Based on fiscal year.

2015, 2016 AND 2017 GOALS

Prog. No.	Performance Measure	Goal 2015	Goal 2016	Goal 2017
1.	Authentications/apostilles affixed. ¹	16,284	16,284	16,284

Note: Based on fiscal year.

¹The projection of goals is difficult because they are 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 over the last four years 2011 (18,600), 2012 (15,834), 2013 (15,204) and 2014 (15,498). Anticipated goals are an average of the actuals for those four years.

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GOVERNOR'S BUDGET RECOMMENDATIONS

RECOMMENDATIONS

1. Ongoing Lapse Authority
2. Government Efficiencies
3. Standard Budget Adjustments

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Table 1
Department Budget Summary by Funding Source (in thousands of dollars)

	ACTUAL FY14	ADJUSTED BASE FY15	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY16	FY17	FY16	FY17
PROGRAM REVENUE (2)	\$464.9	\$513.5	\$538.1	\$539.8	\$268.4	\$268.4
State Operations	464.9	513.5	538.1	539.8	268.4	268.4
TOTALS - ANNUAL	\$464.9	\$513.5	\$538.1	\$539.8	\$268.4	\$268.4
State Operations	464.9	513.5	538.1	539.8	268.4	268.4

(2) Includes Program Revenue-Service and Program Revenue-Other

Table 2
Department Position Summary by Funding Source (in FTE positions) (4)

	ADJUSTED BASE FY15	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY16	FY17	FY16	FY17
PROGRAM REVENUE (2)	4.00	4.00	4.00	2.00	2.00
TOTALS - ANNUAL	4.00	4.00	4.00	2.00	2.00

(2) Includes Program Revenue-Service and Program Revenue-Other

(4) All positions are State Operations unless otherwise specified

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Table 3
Department Budget Summary by Program (in thousands of dollars)

	ACTUAL FY14	ADJUSTED BASE FY15	AGENCY REQUEST FY16	AGENCY REQUEST FY17	GOVERNOR'S RECOMMENDATION FY16	GOVERNOR'S RECOMMENDATION FY17
1. Managing and operating program responsibilities	\$464.9	\$513.5	\$538.1	\$539.8	\$268.4	\$268.4
TOTALS	\$464.9	\$513.5	\$538.1	\$539.8	\$268.4	\$268.4

Table 4
Department Position Summary by Program (in FTE positions) (4)

	ADJUSTED BASE FY15	AGENCY REQUEST FY16	AGENCY REQUEST FY17	GOVERNOR'S RECOMMENDATION FY16	GOVERNOR'S RECOMMENDATION FY17
1. Managing and operating program responsibilities	4.00	4.00	4.00	2.00	2.00
TOTALS	4.00	4.00	4.00	2.00	2.00

(4) All positions are State Operations unless otherwise specified

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1. Ongoing Lapse Authority

The Governor recommends amending 2013 Wisconsin Act 20, as last affected by 2013 Wisconsin Act 145, to require a lapse from PR and GPR appropriations of executive branch state agencies to extend through FY17. The office's amount is \$51,200 in each fiscal year.

2. Government Efficiencies

Source of Funds	Agency Request				Governor's Recommendations			
	FY16		FY17		FY16		FY17	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	0	0.00	0	0.00	-270,100	-2.00	-271,800	-2.00
TOTAL	0	0.00	0	0.00	-270,100	-2.00	-271,800	-2.00

The Governor recommends reducing position and expenditure authority related to the assistant secretary of state. The Governor also recommends moving the office to the state capitol building to be co-located with the Office of State Treasurer. The Governor further recommends reducing the amount transferred to the office by the Department of Financial Institutions from \$325,000 to \$150,000. Finally, the Governor recommends transferring the authority to record municipal boundary changes to the Department of Administration to consolidate the process in one agency. See Department of Financial Institutions, Item #6, and Department of Administration, Item #29.

3. Standard Budget Adjustments

Source of Funds	Agency Request				Governor's Recommendations			
	FY16		FY17		FY16		FY17	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	24,600	0.00	26,300	0.00	25,000	0.00	26,700	0.00
TOTAL	24,600	0.00	26,300	0.00	25,000	0.00	26,700	0.00

The Governor recommends adjusting the agency's base budget for: (a) full funding of continuing position salaries and fringe benefits (\$25,700 in each year); and (b) full funding of lease and directed moves costs (-\$700 in FY16 and \$1,000 in FY17).

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