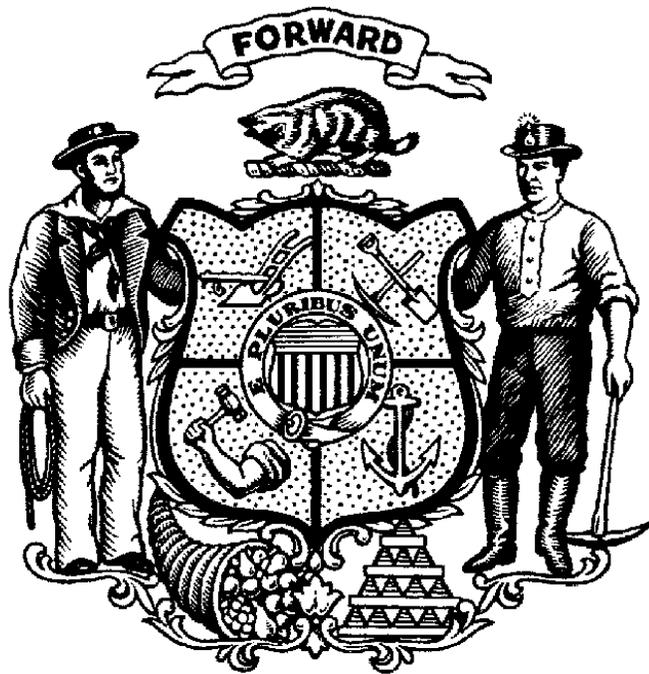


State of Wisconsin

Secretary of State



Agency Budget Request

2017 – 2019 Biennium

September 15, 2016

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DOUGLAS LA FOLLETTE



**SECRETARY OF STATE
WISCONSIN**

September 2016

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

Dear Governor Walker:

I am pleased to submit the 2017-19 biennial budget request from the Office of Secretary of State. This request has been prepared in accordance with your key budget policies for 2017-19. The budget has been carefully developed to advance the Office's efforts to continue to provide the maximum quality customer service while maintaining cost effective practices by effectively utilizing limited personnel, and fiscal and technological resources to administer program responsibilities.

The Office of the Secretary of State has been vigilant in its efforts to maintain performance and responsiveness while holding the line on expenses. This has been accomplished through an on-going commitment to support 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. Also the office continues to be one of the only State agencies that provides customers immediate telephone access to proficient "live" office staff who are responsive to questions, inquiries, relaying program information and instructions, and redirecting numerous calls to appropriate agencies or resources.

During the 2015-17 budget cycle the Office of the Secretary of State modified the Office website pages to increase user friendliness and quality customer service. The Office implemented strategies and creative ideas to realign and redesign office programs, procedures and processes to reinforce the office's essential mission. This included improving the standard and expedited Apostille/Authentication processes. In addition Office staff efforts and commitment helped ensure the successful implementation and launching of *OpenBook* Wisconsin.

The dedicated effort to continue to preserve essential records, and maintain electronic public access to those records, and to maintain IT systems that meet industry standards and public expectations, on a diminished budget, will necessitate ongoing efforts to optimize information technology systems and new processes. The attached budget includes requests to maximize impact, efficiency 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 the offering of enhanced service and accessibility to online documents for easy customer 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 is headed by an elected, constitutional officer who 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 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 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 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: 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 to meet industry standards and public expectations for ease and speed of access to state records.

Legislative Acts:

Goal: Inform various state agencies of new joint resolutions and constitutional amendments; and maintain and bind into books.

Objective/Activity: 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.

PERFORMANCE MEASURES

2015 AND 2016 GOALS AND ACTUALS

Prog. No.	Performance Measure	Goal 2015	Actual 2015	Goal 2016	Actual 2016
1.	Authentications/apostilles affixed.	16,284	14,335	16,284	14,403

Note: Based on fiscal year.

2017, 2018 AND 2019 GOALS

Prog. No.	Performance Measure	Goal 2017	Goal 2018	Goal 2019
1.	Authentications/apostilles affixed. ¹	15,000	15,000	15,000

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 2013 (15,204), 2014 (15,498), 2015 (14,335) and 2016 (14,403).

Office of the Secretary of State
FUNCTIONAL ORGANIZATION CHART

SECRETARY OF STATE
Douglas La Follette (1 FTE)

GOVERNMENT RECORDS DIVISION

- Records Management Supervisor - 1 FTE
- Records/Forms Management Specialist - .75 LTE

Agency Total by Fund Source

Secretary of State

1719 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	\$279,315	\$268,400	\$270,700	\$270,700	2.00	2.00	\$536,800	\$541,400	\$4,600	0.9%
Total		\$279,315	\$268,400	\$270,700	\$270,700	2.00	2.00	\$536,800	\$541,400	\$4,600	0.9%
Grand Total		\$279,315	\$268,400	\$270,700	\$270,700	2.00	2.00	\$536,800	\$541,400	\$4,600	0.9%

Agency Total by Program

575 Secretary of State

1719 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	\$279,315	\$268,400	\$270,700	\$270,700	2.00	2.00	\$536,800	\$541,400	\$4,600	0.86%
S	\$279,315	\$268,400	\$270,700	\$270,700	2.00	2.00	\$536,800	\$541,400	\$4,600	0.86%
Total - Non Federal	\$279,315	\$268,400	\$270,700	\$270,700	2.00	2.00	\$536,800	\$541,400	\$4,600	0.86%
S	\$279,315	\$268,400	\$270,700	\$270,700	2.00	2.00	\$536,800	\$541,400	\$4,600	0.86%
PGM 01 Total	\$279,315	\$268,400	\$270,700	\$270,700	2.00	2.00	\$536,800	\$541,400	\$4,600	0.86%
PR	\$279,315	\$268,400	\$270,700	\$270,700	2.00	2.00	\$536,800	\$541,400	\$4,600	0.86%
S	\$279,315	\$268,400	\$270,700	\$270,700	2.00	2.00	\$536,800	\$541,400	\$4,600	0.86%
TOTAL 01	\$279,315	\$268,400	\$270,700	\$270,700	2.00	2.00	\$536,800	\$541,400	\$4,600	0.86%
S	\$279,315	\$268,400	\$270,700	\$270,700	2.00	2.00	\$536,800	\$541,400	\$4,600	0.86%
Agency Total	\$279,315	\$268,400	\$270,700	\$270,700	2.00	2.00	\$536,800	\$541,400	\$4,600	0.86%

Agency Total by Decision Item

Secretary of State

1719 Biennial Budget

Decision Item	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
2000 Adjusted Base Funding Level	\$268,400	\$268,400	2.00	2.00
3003 Full Funding of Continuing Position Salaries and Fringe Benefits	\$2,300	\$2,300	0.00	0.00
TOTAL	\$270,700	\$270,700	2.00	2.00

GPR Earned

1719 Biennial Budget

	CODES	TITLES
DEPARTMENT	575	Secretary of State
PROGRAM	01	Managing and operating program responsibilities

DATE September 15, 2016

Revenue	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$0	\$0	\$0	\$0
Required Administrative Lapse	\$51,200	\$51,200	\$0	\$0
Required Chapter 20 Lapse	\$98,400	\$103,000	\$129,100	\$133,500
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Total	\$149,600	\$154,200	\$129,100	\$133,500

Program Revenue

1719 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	\$48,500	\$31,100	\$17,200	\$27,300
Required Administrative Lapse	(\$51,200)	(\$51,200)	\$0	\$0
	\$0	\$0	\$0	\$0
Departmental Charge for Services	\$410,800	\$411,000	\$411,000	\$411,000
Required Chapter 20 Lapse	(\$98,400)	(\$103,000)	(\$129,100)	(\$133,500)
Total Revenue	\$309,700	\$287,900	\$299,100	\$304,800
Expenditures	\$278,615	\$270,700	\$0	\$0
2000 Adjusted Base Funding Level	\$0	\$0	\$265,000	\$265,000
3003 Full Funding of Continuing Position Salaries	\$0	\$0	\$2,300	\$2,300
Compensation Reserve	\$0	\$0	\$3,100	\$6,300
Health Insurance Reserves	\$0	\$0	\$1,400	\$3,400
Wisconsin Retirement System	\$0	\$0	\$0	\$0
Total Expenditures	\$278,615	\$270,700	\$271,800	\$277,000
Closing Balance	\$31,085	\$17,200	\$27,300	\$27,800

Program Revenue

1719 Biennial Budget

	CODES	TITLES
DEPARTMENT	575	Secretary of State
PROGRAM	01	Managing and operating program responsibilities
SUBPROGRAM		
NUMERIC APPROPRIATION	35	Agency collections

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$36,100	\$5,600	\$4,900	\$4,200
Payments for Copies	\$200	\$200	\$200	\$200
Required 2015 Act 55 Lapse	(\$30,000)	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Total Revenue	\$6,300	\$5,800	\$5,100	\$4,400
Expenditures	\$700	\$900	\$0	\$0
2000 Adjusted Base Funding Level	\$0	\$0	\$3,400	\$3,400
Adjustmetns for Expendiures Lower than Base	\$0	\$0	(\$2,500)	(\$2,500)
Total Expenditures	\$700	\$900	\$900	\$900
<u>Closing Balance</u>	\$5,600	\$4,900	\$4,200	\$3,500

Decision Item (DIN) - 2000

Decision Item (DIN) Title - Adjusted Base Funding Level

NARRATIVE

Adjusted Base Funding Level

Decision Item by Line

1719 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	\$128,900	\$128,900
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$35,400	\$35,400
05	Fringe Benefits	\$54,800	\$54,800
06	Supplies and Services	\$47,500	\$47,500
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	\$268,400	\$268,400
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	1.00	1.00
20	Unclassified Positions Authorized	1.00	1.00

Decision Item by Numeric

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	\$265,000	\$265,000	2.00	2.00
	35 Agency collections	\$3,400	\$3,400	0.00	0.00
	Managing and operating program responsibilities SubTotal	\$268,400	\$268,400	2.00	2.00
	Adjusted Base Funding Level SubTotal	\$268,400	\$268,400	2.00	2.00
	Agency Total	\$268,400	\$268,400	2.00	2.00

Decision Item by Fund Source

Secretary of State

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	2000	Adjusted Base Funding Level				
	PR	S	\$268,400	\$268,400	2.00	2.00
	Total		\$268,400	\$268,400	2.00	2.00
Agency Total			\$268,400	\$268,400	2.00	2.00

Decision Item (DIN) - 3003

Decision Item (DIN) Title - 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

1719 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	\$5,500	\$5,500
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	(\$3,200)	(\$3,200)
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	\$2,300	\$2,300
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

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	\$2,300	\$2,300	0.00	0.00
	Managing and operating program responsibilities SubTotal	\$2,300	\$2,300	0.00	0.00
	Full Funding of Continuing Position Salaries and Fringe Benefits SubTotal	\$2,300	\$2,300	0.00	0.00
	Agency Total	\$2,300	\$2,300	0.00	0.00

Decision Item by Fund Source

Secretary of State

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

ACT 201

Proposal under s. 16.42(4)(b)2.: **0% change in each fiscal year**

FY: **FY18 & 19**

Agency: **SOS - 575**

Exclusions: Federal
Debt Service

Columns A-G were prepopulated for agencies to reflect state operations adjusted base and reductions agreed to by DOA and LFB. See Appendix H for instructions on how to complete these templates.

Proposed \$ and Proposed FTE columns reflect total agency proposed spending and positions for indicated fiscal year. These amounts should include standard budget adjustments (SBAs), any proposed reallocations or reductions to meet the target, and any other requests that the agency would want considered under this proposal.

Appropriations with zero dollars and zero FTEs are not loaded into the template. If you have any questions, contact your SBO analyst.

IF YOUR AGENCY PLANS TO TAKE THE SAME CUTS OVER BOTH YEARS, YOU SHOULD ONLY FILL OUT ONE GRID FOR 0% GROWTH AND ONE GRID FOR 5% REDUCTION, THEN CHANGE FY18 TO FY18 AND 19.

Agency	Appropriation		Fund Source	Adjusted Base		(See Note 1) 0% Change Target	Proposed Budget 2017-18		Item Ref.	Change from Adj Base		(See Note 2) Remove SBAs		Change from Adjusted Base after Removal of SBAs	
	Alpha	Numeric		\$	FTE		Proposed \$	Proposed FTE		\$	FTE	\$	FTE	\$	FTE
575	1g	130	PR	265,000	2.00	0	267,300	2.00		2,300	0.00	(2,300)	0.00	0	0.00
575	1ka	135	PR	3,400	0.00	0	3,400	0.00		0	0.00	0	0.00	0	0.00
Totals				268,400	2.00	0	270,700	2.00		2,300	0.00	(2,300)	0.00	0	0.00

Note 1: Reduction target must be met within state operations appropriations, but may be allocated across those appropriations and fund sources.

Note 2: Amounts should be SBAs (DINs 3001 - 3011) from agency request multiplied by -1.

Target Reduction = 0

Difference = 0
Should equal \$0

Items - Describe proposed changes (excl. SBAs) to reach target or other priorities of agency

- 1 n/a
- 2 n/a
- 3

ACT 201

Proposal under s. 16.42(4)(b)1.: 5% change in each fiscal year

FY: **FY18 & 19**

Agency: **SOS - 575**

Exclusions: Federal
Debt Service

Columns A-G were prepopulated for agencies to reflect state operations adjusted base and reductions agreed to by DOA and LFB. See Appendix H for instructions on how to complete these templates.

Proposed \$ and Proposed FTE columns reflect total agency proposed spending and positions for indicated fiscal year. These amounts should include standard budget adjustments (SBAs), any proposed reallocations or reductions to meet the target, and any other requests that the agency would want considered under this proposal.

Appropriations with zero dollars and zero FTEs are not loaded into the template. If you have any questions, contact your SBO analyst.

IF YOUR AGENCY PLANS TO TAKE THE SAME CUTS OVER BOTH YEARS, YOU SHOULD ONLY FILL OUT ONE GRID FOR 0% GROWTH AND ONE GRID FOR 5% REDUCTION, THEN CHANGE FY18 TO FY18 AND 19.

Agency	Appropriation		Fund Source	Adjusted Base		(See Note 1)	Proposed Budget 2017-18		Item Ref.	Change from Adj Base		(See Note 2)		Change from Adjusted Base after Removal of SBAs	
	Alpha	Numeric		\$	FTE	5% Reduction Target	Proposed \$	Proposed FTE		\$	FTE	Remove SBAs	FTE	\$	FTE
575	1g	130	PR	265,000	2.00	(13,300)	254,000	2.00		(11,000)	0.00	(2,300)	0.00	(13,300)	0.00
575	1ka	135	PR	3,400	0.00	(200)	3,200	0.00		(200)	0.00	0	0.00	(200)	0.00
Totals				268,400	2.00	(13,500)	257,200	2.00		(11,200)	0.00	(2,300)	0.00	(13,500)	0.00

Note 1: Reduction target must be met within state operations appropriations, but may be allocated across those appropriations and fund sources.

Note 2: Amounts should be SBAs (DINs 3001 - 3011) from agency request multiplied by -1.

Target Reduction = (13,500)

Difference = **0**
Should equal \$0

Items - Describe proposed changes (excl. SBAs) to reach target or other priorities of agency

- 1 Reduce Supplies & Services allocation, would have a dramatic impact on agency operations (reduction to approp. 13000 would be 29% reduction to S&S)
- 2 Reduce Supplies & Services allocation, would have a dramatic impact on agency operations
- 3
- 4
- 5