

## SECRETARY OF STATE

### GOVERNOR'S BUDGET RECOMMENDATIONS

| Source of Funds | FY03<br>Adjusted Base | FY04<br>Recommended | % Change<br>Over FY03 | FY05<br>Recommended | % Change<br>Over FY04 |
|-----------------|-----------------------|---------------------|-----------------------|---------------------|-----------------------|
| PR-O            | 705,500               | 747,300             | 5.9                   | 748,000             | 0.1                   |
| PR-S            | 4,000                 | 4,000               | 0.0                   | 4,000               | 0.0                   |
| <b>TOTAL</b>    | <b>709,500</b>        | <b>751,300</b>      | <b>5.9</b>            | <b>752,000</b>      | <b>0.1</b>            |

### FULL-TIME EQUIVALENT POSITION SUMMARY

| Source of Funds | FY03<br>Adjusted Base | FY04<br>Recommended | FTE Change<br>From FY03 | FY05<br>Recommended | FTE Change<br>From FY04 |
|-----------------|-----------------------|---------------------|-------------------------|---------------------|-------------------------|
| PR-O            | 8.50                  | 8.50                | 0.00                    | 8.50                | 0.00                    |
| <b>TOTAL</b>    | <b>8.50</b>           | <b>8.50</b>         | <b>0.00</b>             | <b>8.50</b>         | <b>0.00</b>             |

### AGENCY DESCRIPTION

The office is headed by an elected, constitutional officer. Wisconsin's Constitution requires the Secretary of State 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, including issuing notary public commissions, issuing notary authentications and apostilles, recording annexations and charter ordinances of municipalities, registering trade names and trademarks, 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 many in 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 continue providing the services expected by the people in an efficient and professional manner. Traditionally this office has served the public as thoroughly and responsively as possible.

### PROGRAMS, GOALS, OBJECTIVES, AND ACTIVITIES

#### **Program 1: Managing and Operating Program**

Goal: Registration of and trademarks and trade names within the State of Wisconsin and issuance of renewal notices in a timely, efficient and professional manner.

Objective/Activity: Make available the necessary forms and information via mail, Web site, facsimile and in person to all wanting to register or renew a trademark or trade name within the State of Wisconsin. In

addition, maintain a comprehensive file of all current registered trademarks and trade names in order to provide information to the public as requested, again whether by phone, mail, facsimile or in person.

Goal: The issuance of four-year and permanent notary public commissions and renewal notices in a timely, efficient and professional manner.

Objective/Activity: Make available the necessary forms and information via mail, Web site, facsimile and in person to all interested in being issued a notary public commission whether four year, permanent or four-year renewals. Maintain a comprehensive file of all current notary publics for authentication purposes.

Goal: The ability to affix proper authentication of notary public and other public official signatures/seals to any and all documents needing such service in a timely, efficient and professional manner.

Objective/Activity: Maintain a comprehensive file of all current notaries public, their signatures and their seals in order to affix authentications and/or apostilles on documents submitted to this office. Remain current on standards and guidelines for providing this service as set by the Hague Convention and individual countries.

## PERFORMANCE MEASURES

### HISTORICAL DATA

| Prog.<br>No. | Performance Measure                 | Actual<br>2000 |
|--------------|-------------------------------------|----------------|
| 1.           | Trademarks/trade names registered.  | 2,370          |
| 1.           | Notary public commissions issued.   | 18,515         |
| 1.           | Authentications/apostilles affixed. | 16,132         |

Note: Based on fiscal year.

### 2001 AND 2002 GOALS AND ACTUALS

| Prog.<br>No. | Performance Measure                 | Goal<br>2001 | Actual<br>2001 | Goal<br>2002 | Actual<br>2002 |
|--------------|-------------------------------------|--------------|----------------|--------------|----------------|
| 1.           | Trademarks/trade names registered.  | 2,394        | 2,476          | 2,418        | 2,439          |
| 1.           | Notary public commissions issued.   | 18,700       | 18,397         | 18,887       | 18,766         |
| 1.           | Authentications/apostilles affixed. | 16,293       | 17,272         | 16,456       | 18,873         |

Note: Based on fiscal year.

## 2003, 2004 AND 2005 GOALS

| Prog.<br>No. | Performance Measure                 | Goal<br>2003 | Goal<br>2004 | Goal<br>2005 |
|--------------|-------------------------------------|--------------|--------------|--------------|
| 1.           | Trademarks/trade names registered.  | 2,500        | 2,500        | 2,500        |
| 1.           | Notary public commissions issued.   | 18,800       | 18,800       | 18,800       |
| 1.           | Authentications/apostilles affixed. | 19,400       | 19,400       | 19,400       |

Note: Based on fiscal year.

As a service/filing agency, our service "goals" are set by the number of registration, commission and authentication requests received. No such requests for processing are ever refused or turned away.

Based upon the number of filings, the projection of goals is difficult as there can be drastic swings up and down or hold steady depending upon such factors as the volume of international commerce and adoptions the state experiences, which are dependent upon the "climate" internationally. The past few years have seen as much as a 16 percent increase in authentications/apostilles, which is not expected to continue. Therefore, the projected goals reflect a conservative increase in all filings.

## SECRETARY OF STATE

### GOVERNOR'S BUDGET RECOMMENDATIONS

#### RECOMMENDATIONS

1. Preservation Project Position (Phase 2)
2. Computer Costs Increase
3. Standard Budget Adjustments

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

|                     | ACTUAL<br>FY02 | ADJUSTED<br>BASE<br>FY03 | AGENCY REQUEST |         | GOVERNOR'S<br>RECOMMENDATION |         |
|---------------------|----------------|--------------------------|----------------|---------|------------------------------|---------|
|                     |                |                          | FY04           | FY05    | FY04                         | FY05    |
| PROGRAM REVENUE (2) | \$653.2        | \$709.5                  | \$751.3        | \$752.0 | \$751.3                      | \$752.0 |
| State Operations    | 653.2          | 709.5                    | 751.3          | 752.0   | 751.3                        | 752.0   |
| TOTALS-ANNUAL       | 653.2          | 709.5                    | 751.3          | 752.0   | 751.3                        | 752.0   |
| State Operations    | 653.2          | 709.5                    | 751.3          | 752.0   | 751.3                        | 752.0   |

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

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

|                     | ADJUSTED<br>BASE<br>FY03 | AGENCY REQUEST |      | GOVERNOR'S<br>RECOMMENDATION |      |
|---------------------|--------------------------|----------------|------|------------------------------|------|
|                     |                          | FY04           | FY05 | FY04                         | FY05 |
| PROGRAM REVENUE (2) | 8.50                     | 8.50           | 8.50 | 8.50                         | 8.50 |
| TOTALS-ANNUAL       | 8.50                     | 8.50           | 8.50 | 8.50                         | 8.50 |

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

(4) All positions are State Operations unless otherwise specified

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

|   | ACTUAL<br>FY02 | ADJUSTED<br>BASE<br>FY03 | AGENCY REQUEST |         | GOVERNOR'S<br>RECOMMENDATION |         |
|---|----------------|--------------------------|----------------|---------|------------------------------|---------|
|   |                |                          | FY04           | FY05    | FY04                         | FY05    |
| 1. Managing and operating<br>program responsibilities | \$653.2        | \$709.5                  | \$751.3        | \$752.0 | \$751.3                      | \$752.0 |
| TOTALS  | 653.2          | 709.5                    | 751.3          | 752.0   | 751.3                        | 752.0   |

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

|   | ADJUSTED<br>BASE<br>FY03 | AGENCY REQUEST |      | GOVERNOR'S<br>RECOMMENDATION |      |
|---|--------------------------|----------------|------|------------------------------|------|
|   |                          | FY04           | FY05 | FY04                         | FY05 |
| 1. Managing and operating program<br>responsibilities | 8.50                     | 8.50           | 8.50 | 8.50                         | 8.50 |
| TOTALS  | 8.50                     | 8.50           | 8.50 | 8.50                         | 8.50 |

(4) All positions are State Operations unless otherwise specified

**1. Preservation Project Position (Phase 2)**

| Source of Funds | Agency Request |           |         |           | Governor's Recommendation |           |         |           |
|-----------------|----------------|-----------|---------|-----------|---------------------------|-----------|---------|-----------|
|                 | FY04           |           | FY05    |           | FY04                      |           | FY05    |           |
|                 | Dollars        | Positions | Dollars | Positions | Dollars                   | Positions | Dollars | Positions |
| PR-O            | 33,400         | 1.00      | 33,400  | 1.00      | 33,400                    | 1.00      | 33,400  | 1.00      |
| TOTAL           | 33,400         | 1.00      | 33,400  | 1.00      | 33,400                    | 1.00      | 33,400  | 1.00      |

The Governor recommends providing funding for a 1.0 FTE two year project position to continue a document preservation project begun in the 1999-2001 biennium.

**2. Computer Costs Increase**

| Source of Funds | Agency Request |           |         |           | Governor's Recommendation |           |         |           |
|-----------------|----------------|-----------|---------|-----------|---------------------------|-----------|---------|-----------|
|                 | FY04           |           | FY05    |           | FY04                      |           | FY05    |           |
|                 | Dollars        | Positions | Dollars | Positions | Dollars                   | Positions | Dollars | Positions |
| PR-O            | 14,700         | 0.00      | 15,400  | 0.00      | 14,700                    | 0.00      | 15,400  | 0.00      |
| TOTAL           | 14,700         | 0.00      | 15,400  | 0.00      | 14,700                    | 0.00      | 15,400  | 0.00      |

The Governor recommends increasing funding for basic desktop information technology support.

**3. Standard Budget Adjustments**

| Source of Funds | Agency Request |           |         |           | Governor's Recommendation |           |         |           |
|-----------------|----------------|-----------|---------|-----------|---------------------------|-----------|---------|-----------|
|                 | FY04           |           | FY05    |           | FY04                      |           | FY05    |           |
|                 | Dollars        | Positions | Dollars | Positions | Dollars                   | Positions | Dollars | Positions |
| PR-O            | -6,300         | -1.00     | -6,300  | -1.00     | -6,300                    | -1.00     | -6,300  | -1.00     |
| TOTAL           | -6,300         | -1.00     | -6,300  | -1.00     | -6,300                    | -1.00     | -6,300  | -1.00     |

The Governor recommends adjusting the agency's base budget for: (a) removal of noncontinuing elements from the base (-\$31,300 and -1.0 FTE PR in each year); (b) full funding of continuing position salaries and fringe benefits (\$4,200 in each year); (c) reclassifications and semiautomatic pay progression (\$13,900 in each year); (d) overtime (\$4,500 in each year); and (e) fifth week of vacation as cash (\$2,400 in each year).