

## SECRETARY OF STATE

### GOVERNOR'S BUDGET RECOMMENDATIONS

Source of Funds	FY13 Adjusted Base	FY14 Recommended	% Change Over FY13	FY15 Recommended	% Change Over FY14
PR-O	510,200	503,600	-1.3	505,200	0.3
PR-S	3,400	3,400	0.0	3,400	0.0
TOTAL	513,600	507,000	-1.3	508,600	0.3

### FULL-TIME EQUIVALENT POSITION SUMMARY

Source of Funds	FY13 Adjusted Base	FY14 Recommended	FTE Change Over FY13	FY15 Recommended	FTE Change Over FY14
PR-O	4.00	4.00	0.00	4.00	0.00
TOTAL	4.00	4.00	0.00	4.00	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. We value our dedicated staff and seek to provide the tools, resources and supportive working environment to assure continued excellent service.

## Secretary of State

### PROGRAMS, GOALS, OBJECTIVES AND ACTIVITIES

Note: Goals, objectives and activities have been modified.

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

Effective July 1, 2011, trademarks and notary public commissions were transferred to the Department of Financial Institutions.

##### Trademarks/Trade Names

Goal: Register trademarks and trade names within the State of Wisconsin and process renewals and assignments promptly and professionally.

Objective/Activity: Provide necessary forms and information to all individuals who wish to register or renew a trademark or trade name within the State of Wisconsin. Maintain a comprehensive database of all current registered trademarks and trade names in order to provide information to the public as requested.

##### Notary Public Commissions

Goal: Issue four-year and permanent notary public commissions and renewal notices promptly and professionally.

Objective/Activity: Provide necessary forms and information to all individuals seeking a notary public commission (four-year, permanent or four-year renewals). Maintain comprehensive database of all current notaries public for authentication purposes and public access.

##### Authentications and Apostilles

Goal: Provide proper authentication of 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.

##### Guarantee 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.

##### 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. Provide various state agencies with information and documentation of publications. Maintain a complete log of new state laws and joint resolutions.

**Secretary of State**

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.

**PERFORMANCE MEASURES**

**2011 AND 2012 GOALS AND ACTUALS**

<b>Prog. No.</b>	<b>Performance Measure</b>	<b>Goal 2011</b>	<b>Actual 2011</b>	<b>Goal 2012</b>	<b>Actual 2012</b>
1.	Trademarks/trade names registered.	2,300	2,388	2,300	2,209
1.	Notary public commissions issued.	16,000	15,479	16,000	15,520
1.	Authentications/apostilles affixed.	17,000	18,600	17,000	15,835

Note: Based on fiscal year.

**2013, 2014 AND 2015 GOALS**

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

Note: Based on fiscal year.

<sup>1</sup>The 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). Anticipated goals are averages of the actual figures for 2011 and 2012.

**Secretary of State**

## **SECRETARY OF STATE**

### **GOVERNOR'S BUDGET RECOMMENDATIONS**

#### **RECOMMENDATIONS**

1. Standard Budget Adjustments

**Secretary of State**

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

	ACTUAL FY12	ADJUSTED BASE FY13	AGENCY REQUEST FY14	AGENCY REQUEST FY15	GOVERNOR'S RECOMMENDATION FY14	GOVERNOR'S RECOMMENDATION FY15
PROGRAM REVENUE (2)	\$476.0	\$513.6	\$507.0	\$508.6	\$507.0	\$508.6
State Operations	476.0	513.6	507.0	508.6	507.0	508.6
TOTALS - ANNUAL	\$476.0	\$513.6	\$507.0	\$508.6	\$507.0	\$508.6
State Operations	476.0	513.6	507.0	508.6	507.0	508.6

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

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

	ADJUSTED BASE FY13	AGENCY REQUEST FY14	AGENCY REQUEST FY15	GOVERNOR'S RECOMMENDATION FY14	GOVERNOR'S RECOMMENDATION FY15
PROGRAM REVENUE (2)	4.00	4.00	4.00	4.00	4.00
TOTALS - ANNUAL	4.00	4.00	4.00	4.00	4.00

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

(4) All positions are State Operations unless otherwise specified

Secretary of State

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

	ACTUAL FY12	ADJUSTED BASE FY13	AGENCY REQUEST FY14	AGENCY REQUEST FY15	GOVERNOR'S RECOMMENDATION FY14	GOVERNOR'S RECOMMENDATION FY15
1. Managing and operating program responsibilities	\$476.0	\$513.6	\$507.0	\$508.6	\$507.0	\$508.6
TOTALS	\$476.0	\$513.6	\$507.0	\$508.6	\$507.0	\$508.6

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

	ADJUSTED BASE FY13	AGENCY REQUEST FY14	AGENCY REQUEST FY15	GOVERNOR'S RECOMMENDATION FY14	GOVERNOR'S RECOMMENDATION FY15
1. Managing and operating program responsibilities	4.00	4.00	4.00	4.00	4.00
TOTALS	4.00	4.00	4.00	4.00	4.00

(4) All positions are State Operations unless otherwise specified

**Secretary of State**

**1. Standard Budget Adjustments**

Source of Funds	Agency Request				Governor's Recommendations			
	FY14		FY15		FY14		FY15	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	-6,600	0.00	-5,000	0.00	-6,600	0.00	-5,000	0.00
TOTAL	-6,600	0.00	-5,000	0.00	-6,600	0.00	-5,000	0.00

The Governor recommends adjusting the agency's base budget for: (a) full funding of continuing position salaries and fringe benefits (-\$9,300 in each year); (b) full funding of lease and directed moves costs (\$2,700 in FY14 and \$4,300 in FY15); and (c) minor transfers within the same alpha appropriation.

**Secretary of State**