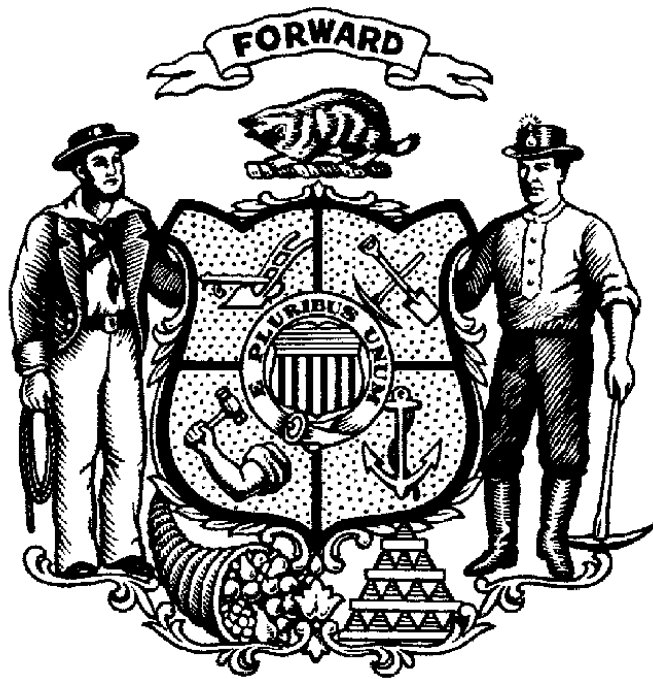


State of Wisconsin

Secretary of State



Agency Budget Request

2019 – 2021 Biennium

October 31, 2018

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DOUGLAS LA FOLLETTE



**SECRETARY OF STATE
WISCONSIN**

October 31, 2018

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

Dear Governor Walker:

I am pleased to submit the 2019-21 biennial budget request for the Office of the Secretary of State. This request seeks to restore resources eliminated under 2015 Wisconsin Act 55 (the 2015-17 budget), without which the Office is unable to fulfill its duties under the Wisconsin Constitution and to perform responsibilities assigned to it by law. Specifically, this budget requests:

- Position authority and associated funding for Deputy Secretary of State and office operations associate positions, the former of which would be appointed by the Secretary of State; and
- Supplies and services authority of, both, a one-time and ongoing nature associated with the relocation of the Office of the Secretary of State from the basement of the State Capitol to an office of suitable size and location to serve the public.

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 State 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, flowing style.

Doug La Follette
Secretary of State

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 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. 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 various state agencies of new joint resolutions and constitutional amendments, and maintain and bind the acts 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

2017 AND 2018 GOALS AND ACTUALS

Prog. No.	Performance Measure	Goal 2017	Actual 2017	Goal 2018	Actual 2018
1.	Authentications/apostilles affixed.	15,000	15,463	15,000	14,306

Note: Based on fiscal year.

2019, 2020 AND 2021 GOALS¹

Prog. No.	Performance Measure	Goal 2019	Goal 2020	Goal 2021
1.	Authentications/apostilles affixed.	14,627	14,627	14,627

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 2015 (14,335), 2016 (14,403), 2017 (15,463), and 2018 (14,306).



Office of the Secretary of State

Organization Chart



As of: 9/17/18

Agency Total by Fund Source

Secretary of State

1921 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	\$254,934	\$271,900	\$423,000	\$429,300	4.00	4.00	\$543,800	\$852,300	\$308,500	56.7%
Total		\$254,934	\$271,900	\$423,000	\$429,300	4.00	4.00	\$543,800	\$852,300	\$308,500	56.7%
Grand Total		\$254,934	\$271,900	\$423,000	\$429,300	4.00	4.00	\$543,800	\$852,300	\$308,500	56.7%

Agency Total by Program

575 Secretary of State

1921 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	\$254,934	\$271,900	\$423,000	\$429,300	4.00	4.00	\$543,800	\$852,300	\$308,500	56.73%
S	\$254,934	\$271,900	\$423,000	\$429,300	4.00	4.00	\$543,800	\$852,300	\$308,500	56.73%
Total - Non Federal	\$254,934	\$271,900	\$423,000	\$429,300	4.00	4.00	\$543,800	\$852,300	\$308,500	56.73%
S	\$254,934	\$271,900	\$423,000	\$429,300	4.00	4.00	\$543,800	\$852,300	\$308,500	56.73%
PGM 01 Total	\$254,934	\$271,900	\$423,000	\$429,300	4.00	4.00	\$543,800	\$852,300	\$308,500	56.73%
PR	\$254,934	\$271,900	\$423,000	\$429,300	4.00	4.00	\$543,800	\$852,300	\$308,500	56.73%
S	\$254,934	\$271,900	\$423,000	\$429,300	4.00	4.00	\$543,800	\$852,300	\$308,500	56.73%

Agency Total by Program

575 Secretary of State

1921 Biennial Budget

TOTAL 01	\$254,934	\$271,900	\$423,000	\$429,300	4.00	4.00	\$543,800	\$852,300	\$308,500	56.73%
S	\$254,934	\$271,900	\$423,000	\$429,300	4.00	4.00	\$543,800	\$852,300	\$308,500	56.73%
Agency Total	\$254,934	\$271,900	\$423,000	\$429,300	4.00	4.00	\$543,800	\$852,300	\$308,500	56.73%

Agency Total by Decision Item

Secretary of State

1921 Biennial Budget

Decision Item	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
2000 Adjusted Base Funding Level	\$271,900	\$271,900	2.00	2.00
3003 Full Funding of Continuing Position Salaries and Fringe Benefits	\$4,600	\$4,600	0.00	0.00
4000 Restore Resources Necessary for Office to Fulfill Constitutional Duties	\$146,500	\$152,800	2.00	2.00
TOTAL	\$423,000	\$429,300	4.00	4.00

GPR Earned

1921 Biennial Budget

	CODES	TITLES
DEPARTMENT	575	Secretary of State
PROGRAM		

DATE October 31, 2018

Revenue	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$0	\$0	\$0	\$0
Required Chapter 20 Lapse	\$147,700	\$143,500	\$1,700	\$9,500
Total	\$147,700	\$143,500	\$1,700	\$9,500

Program Revenue

1921 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	\$25,000	\$31,900	\$27,200	\$38,100
Program Fees	\$258,400	\$261,000	\$261,000	\$261,000
Transfer from s. 20.144 (1) (g), Wis. Stats.	\$150,000	\$150,000	\$175,000	\$175,000
Lapse per s. 20.575 (1) (g), Wis. Stats.	(\$147,700)	(\$143,500)	(\$1,700)	(\$9,500)
Total Revenue	\$285,700	\$299,400	\$461,500	\$464,600
Expenditures	\$253,845	\$272,200	\$0	\$0
2000 Adjusted Base Funding Level	\$0	\$0	\$268,500	\$268,500
3003 Full Funding of Continuing Position Salaries and Fringe Benefits	\$0	\$0	\$4,600	\$4,600
4000 Restore Resources Necessary for Office to Fulfill Constitutional Duties	\$0	\$0	\$146,500	\$152,800

Compensation Reserve	\$0	\$0	\$3,200	\$6,600
Health Insurance Reserves	\$0	\$0	\$600	\$1,900
Wisconsin Retirement System	\$0	\$0	\$0	\$0
Total Expenditures	\$253,845	\$272,200	\$423,400	\$434,400
<u>Closing Balance</u>	\$31,855	\$27,200	\$38,100	\$30,200

Program Revenue

1921 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	\$5,500	\$4,400	\$3,400	\$0
Collected Revenue	\$0	\$0	\$0	\$0
Total Revenue	\$5,500	\$4,400	\$3,400	\$0
Expenditures	\$1,089	\$1,000	\$0	\$0
Adjustment for Expenditures Lower Than Base	\$0	\$0	\$0	(\$3,400)
2000 Adjusted Base Funding Level	\$0	\$0	\$3,400	\$3,400
Total Expenditures	\$1,089	\$1,000	\$3,400	\$0
<u>Closing Balance</u>	\$4,411	\$3,400	\$0	\$0

Decision Item (DIN) - 2000

Decision Item (DIN) Title - Adjusted Base Funding Level

NARRATIVE

Adjusted Base Funding Level

Decision Item by Line

1921 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	\$139,800	\$139,800
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$35,400	\$35,400
05	Fringe Benefits	\$52,400	\$52,400
06	Supplies and Services	\$42,500	\$42,500
07	Permanent Property	\$0	\$0
08	Unallotted 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
17	Total Cost	\$271,900	\$271,900
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

1921 Biennial Budget

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	\$268,500	\$268,500	2.00	2.00
	35 Agency collections	\$3,400	\$3,400	0.00	0.00
	Managing and operating program responsibilities Subtotal	\$271,900	\$271,900	2.00	2.00
	Adjusted Base Funding Level Subtotal	\$271,900	\$271,900	2.00	2.00
	Agency Total	\$271,900	\$271,900	2.00	2.00

Decision Item by Fund Source

1921 Biennial Budget

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	\$271,900	\$271,900	2.00	2.00
	Total		\$271,900	\$271,900	2.00	2.00
Agency Total			\$271,900	\$271,900	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

1921 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	\$0	\$0
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	\$4,600	\$4,600
06	Supplies and Services	\$0	\$0
07	Permanent Property	\$0	\$0
08	Unallotted 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
17	Total Cost	\$4,600	\$4,600
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

1921 Biennial Budget

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	\$4,600	\$4,600	0.00	0.00
	Managing and operating program responsibilities Subtotal	\$4,600	\$4,600	0.00	0.00
	Full Funding of Continuing Position Salaries and Fringe Benefits Subtotal	\$4,600	\$4,600	0.00	0.00
	Agency Total	\$4,600	\$4,600	0.00	0.00

Decision Item by Fund Source

1921 Biennial Budget

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	\$4,600	\$4,600	0.00	0.00
	Total		\$4,600	\$4,600	0.00	0.00
Agency Total			\$4,600	\$4,600	0.00	0.00

Decision Item (DIN) - 4000

Decision Item (DIN) Title - Restore Resources Necessary for Office to Fulfill Constitutional Duties

NARRATIVE

The Secretary of State is the exclusive state constitutional officer vested with the power and duty to "...keep a fair record of the official acts of the legislative and executive department of the state ..." and to keep the "...great seal of the State... which shall be kept by the secretary of the state, and all official acts of the governor, his approbation of the laws excepted, shall be thereby authenticated. Wis. Const. Arts. VI, § 2 and XIII, § 4. The Secretary of State is also constitutionally required to perform all duties assigned to him by law. Wis. Const. Arts. VI, § 2. ¹

2015 Wisconsin Act 55 (the 2015-17 biennial budget) made several changes to the resources and one change to the responsibilities of the Secretary of State. Specifically, Act 55: deleted funding of \$143,100 PR and 2.0 FTE in each year to reflect the elimination of the unclassified Assistant Secretary of State and Office Operations Associate positions; reduced supplies and services funding of \$127,000 PR and \$128,700 PR in the first and second years, respectively, to reflect savings associated with moving the Office of the Secretary of State from private leased space to the State Capitol and other savings, more generally; and transferred responsibility for municipal boundary review from the Secretary of State to the Department of Administration. The total of the decreases was \$270,100 PR and \$271,800 PR in 2015-16 and 2016-17, respectively, and 2.0 PR FTE positions in each 2015-16 and 2016-17.

2017 Wisconsin Act 59 (the 2017-19 biennial budget) maintained the position and supplies and services reductions of 2015 Wisconsin Act 55 and further reduced supplies and services by \$5,000 PR in each 2017-18 and 2018-19.

It is the assertion of the Secretary of State that, "... budget restrictions make it impossible for the Secretary of State to meet his constitutional duties."² "Prior to the enactment of Act 55, administrative functions necessary for the office to function were performed by the Deputy Secretary of State. The workload kept two full time employees and the Deputy Secretary of State busy."³

"Act 55 has stripped the office of the staff necessary to handle the workload, and of the necessary space to store records and provide public access. The office's ability to function has been decimated."⁴

"After the enactment of 2015 Wisconsin Act 55, the volume of work to be performed exceeds the resources of the Secretary of State's office and far exceeds the ability of the employees to perform. The backlog continues to worsen. The workload is overwhelming the Secretary of State's office. Essential functions cannot be performed. Regular mail, emails, refunds, department inquiries and responses to open records requests are delayed. Authentications and apostilles have taken up to 10 business days to process. Essential office functioning and service to the public during regular business hours has suffered greatly."⁵

"The reduction to one full-time employee has resulted in the office being closed to the public during regular business hours due to staff shortages, as well as unacceptable delays in responding to walk-in customers, phone calls, voicemails, emails and other correspondence ... The office has been closed on numerous occasions, sometimes without notice, and has been inaccessible to the public."⁶ "The public records kept by the Secretary of State are in keeping with Wis. Stat. § 230.35(4)(f), which requires that

the Secretary of State keep the records open and accessible to the public during regular business hours every weekday Monday through Friday from 7:45 a.m. to 4:30 p.m.”⁷

In light of the preceding, this Secretary of State seeks to restore resources eliminated under 2015 Wisconsin Act 55, without which the Office is unable to fulfill its duties under the Wisconsin Constitution and to perform responsibilities assigned to it by law. The Secretary of State requests funding of \$77,000 PR and \$102,800 PR in 2019-20 and 2020-21, respectively, and 2.0 FTE in each year, for an unclassified Deputy Secretary of State under recreated s. 14.46, Wis. Stats. and revised ss. 20.923 (6) (as), 20.923 (8), and 230.08 (3) (g) [see proposed statutory language, below], and classified Office Operations Associate position. The amount requested reflects nine (9) months of salary and fringe expenses for the new positions in the first year and twelve (12) months in the second year, and limited term employment authority savings of nine (9) months in the first year and twelve (12) months in the second year.

14.46 Deputy secretary of state. The secretary of state may appoint, in writing, an assistant secretary of state who may perform and execute any of the duties of the secretary of state, except as a member of the board of commissioners of public lands. The assistant secretary shall take and subscribe the oath of office prescribed by [article IV, section 28](#), of the constitution and shall give bond to the secretary of state in the sum and with the conditions as the secretary of state prescribes, conditioned for the faithful discharge of the duties. The oath shall be filed and preserved in the office of the governor.

20.923 (6) (as) Each elective executive officer other than the state treasurer, secretary of state, attorney general and superintendent of public instruction: a deputy or assistant

20.923 (8) Deputies. Salaries for deputies appointed pursuant to ss. 13.94 (3) (b), 15.04 (2), ~~230.04 (16)~~, and 551.601 (1) shall be set by the appointing authority. The salary shall not exceed the maximum of the salary range one range below the salary range of the executive salary group to which the department or agency head is assigned. The positions of deputy secretary of state and associate director of the historical society shall be treated as an unclassified ~~deputies~~ deputy for pay purposes under this subsection. The salary of the deputy director of the office of business development in the department of administration is assigned to executive salary group 2.

230.08 (2) (g) One stenographer appointed by each elective executive officer, except the secretary of state and the state treasurer; and one deputy or assistant appointed by each elective executive officer, except the state treasurer, ~~secretary of state~~, attorney general, and superintendent of public instruction.

The Secretary of State also requests \$20,700 PR of one-time financing in 2019-20 and \$48,800 PR and \$50,000 PR of supplies and services funding in 2019-20 and 2020-21, respectively. The one-time financing includes amounts necessary to move the Office to a location of suitable size and amenities to serve the public and provide access to records, and to accommodate the number of staff within the Office under to this request. Ongoing supplies and services funding primarily includes amounts necessary for space rental as well as nominal amounts for the costs associated with additional Office staff.

Lastly, the Secretary of State requests an increase in the amount transferred from the Department of Financial Institutions appropriation account under s. 20.144 (1) (g), Wis. Stats., to the appropriation account under 20.575 (1) (g), from \$150,000 to \$175,000 [see proposed statutory language, below]. Prior to 2015 Wisconsin Act 55, the amount of the transfer was \$325,000.

20.144 (1)(g) General program operations. The amounts in the schedule for the general program operations of the department of financial institutions. Except as provided in pars. [\(a\)](#), [\(h\)](#), [\(i\)](#), [\(j\)](#), and [\(u\)](#) and sub. [\(3\)](#), all moneys received by the department, other than by the office of credit unions and the division of banking, and 88 percent of all

moneys received by the office of credit unions and the department's division of banking shall be credited to this appropriation, but any balance at the close of a fiscal year under this appropriation shall lapse to the general fund. Annually, ~~\$150,000~~ \$175,000 of the amounts received under this appropriation account shall be transferred to the appropriation account under s. [20.575 \(1\) \(g\)](#).

¹ La Follette v. Walker, Dane County Circuit Court Case No. 15 CV 1822, Response of Plaintiffs to Motion for Summary Judgment, Page 1, Introduction (2017)

² La Follette v. Walker, Dane County Circuit Court Case No. 15 CV 1822, Response of Plaintiffs to Motion for Summary Judgment, Page 2, Response to Claim (2017)

³ La Follette v. Walker, Dane County Circuit Court Case No. 15 CV 1822, Response of Plaintiffs to Motion for Summary Judgment, Additional Proposed Undisputed Facts, ¶¶48-49 (2017)

⁴ La Follette v. Walker, Dane County Circuit Court Case No. 15 CV 1822, Response of Plaintiffs to Motion for Summary Judgment, Argument, Page 20 (2017)

⁵ La Follette v. Walker, Dane County Circuit Court Case No. 15 CV 1822, Response of Plaintiffs to Motion for Summary Judgment, Argument, Page 20 (2017)

⁶ La Follette v. Walker, Dane County Circuit Court Case No. 15 CV 1822, Response of Plaintiffs to Motion for Summary Judgment, Argument, Page 21 (2017)

⁷ La Follette v. Walker, Dane County Circuit Court Case No. 15 CV 1822, Response of Plaintiffs to Motion for Summary Judgment, Argument, Page 21 (2017)

Decision Item by Line

1921 Biennial Budget

	CODES	TITLES
DEPARTMENT	575	Secretary of State
	CODES	TITLES
DECISION ITEM	4000	Restore Resources Necessary for Office to Fulfill Constitutional Duties

Expenditure items		1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$76,100	\$101,500
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	(\$26,600)	(\$35,400)
05	Fringe Benefits	\$27,500	\$36,700
06	Supplies and Services	\$48,800	\$50,000
07	Permanent Property	\$0	\$0
08	Unallotted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$20,700	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
17	Total Cost	\$146,500	\$152,800
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

1921 Biennial Budget

Secretary of State

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	4000	Restore Resources Necessary for Office to Fulfill Constitutional Duties			
01	Managing and operating program responsibilities				
	30 Program fees	\$146,500	\$152,800	2.00	2.00
	Managing and operating program responsibilities Subtotal	\$146,500	\$152,800	2.00	2.00
	Restore Resources Necessary for Office to Fulfill Constitutional Duties Subtotal	\$146,500	\$152,800	2.00	2.00
	Agency Total	\$146,500	\$152,800	2.00	2.00

Decision Item by Fund Source

1921 Biennial Budget

Secretary of State

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	4000	Restore Resources Necessary for Office to Fulfill Constitutional Duties				
	PR	S	\$146,500	\$152,800	2.00	2.00
	Total		\$146,500	\$152,800	2.00	2.00
Agency Total			\$146,500	\$152,800	2.00	2.00

ACT 201

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

FY: **FY2020**

Agency: **SOS - 575**

Exclusions: Federal
Debt Service

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.

Agency	Appropriation		Fund Source	Adjusted Base		(See Note 1)	Proposed Budget 2019-20		Item Ref.	Change from Adj Base		(See Note 2)		Change from Adjusted Base after Removal of SBAs	
	Alpha	Numeric		\$	FTE	0% Change Target	Proposed \$	Proposed FTE		\$	FTE	Remove SBAs	\$	FTE	
575	1g	130	PR	268,500	2.00	0	273,100	2.00	1	4,600	0.00	(4,600)	0.00	0	0.00
575	1ka	135	PR-S	3,400	0.00	0	3,400	0.00		0	0.00	0	0.00	0	0.00
Totals				271,900	2.00	0	276,500	2.00		4,600	0.00	(4,600)	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 Delete resources requested and necessary for Office to fulfill constitutional duties.
- 2
- 3

ACT 201

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

FY: **FY2021**

Agency: **SOS - 575**

Exclusions: Federal
Debt Service

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.

Agency	Appropriation		Fund Source	Adjusted Base		(See Note 1)	Proposed Budget 2019-20		Item Ref.	Change from Adj Base		(See Note 2)		Change from Adjusted Base after Removal of SBAs	
	Alpha	Numeric		\$	FTE	0% Change Target	Proposed \$	Proposed FTE		\$	FTE	Remove SBAs	\$	FTE	
575	1g	130	PR	268,500	2.00	0	273,100	2.00		4,600	0.00	(4,600)	0.00	0	0.00
575	1ka	135	PR-S	3,400	0.00	0	3,400	0.00		0	0.00	0	0.00	0	0.00
Totals				271,900	2.00	0	276,500	2.00		4,600	0.00	(4,600)	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 Delete resources requested and necessary for Office to fulfill constitutional duties.
- 2
- 3

ACT 201

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

FY: **FY2020**

Agency: **SOS - 575**

Exclusions: Federal
Debt Service

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.

Agency	Appropriation		Fund Source	Adjusted Base		(See Note 1)	Proposed Budget 2019-20			Change from Adj Base		(See Note 2)		Change from Adjusted Base after Removal of SBAs	
	Alpha	Numeric		\$	FTE	5% Reduction Target	Proposed \$	Proposed FTE	Item Ref.	\$	FTE	\$	FTE	\$	FTE
575	1g	130	PR	268,500	2.00	(13,400)	262,900	4.00	1,2	(5,600)	2.00	(4,600)	0.00	(10,200)	2.00
575	1ka	135	PR-S	3,400	0.00	(200)	0	0.00	2	(3,400)	0.00	0	0.00	(3,400)	0.00
Totals				271,900	2.00	(13,600)	262,900	4.00		(9,000)	2.00	(4,600)	0.00	(13,600)	2.00

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 = (13,600)

Difference = 0
Should equal \$0

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

- 1 Delete resources requested and necessary for Office to fulfill constitutional duties.
- 2 Reduce supplies and services from program fee operations and program fee administration.
- 3
- 4
- 5

ACT 201

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

FY: **FY2021**

Agency: **SOS - 575**

Exclusions: Federal
Debt Service

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.

Agency	Appropriation Alpha	Fund Numeric	Fund Source	Adjusted Base		(See Note 1)	Proposed Budget 2019-20			Change from Adj Base		(See Note 2)		Change from Adjusted Base after Removal of SBAs	
				\$	FTE	5% Reduction Target	Proposed \$	Proposed FTE	Item Ref.	\$	FTE	\$	FTE	\$	FTE
575	1g	130	PR	268,500	2.00	(13,400)	262,900	4.00	1,2	(5,600)	2.00	(4,600)	0.00	(10,200)	2.00
575	1ka	135	PR-S	3,400	0.00	(200)	0	0.00	2	(3,400)	0.00	0	0.00	(3,400)	0.00
Totals				271,900	2.00	(13,600)	262,900	4.00		(9,000)	2.00	(4,600)	0.00	(13,600)	2.00

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 = (13,600)

Difference = 0
Should equal \$0

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

- 1 Delete resources requested and necessary for Office to fulfill constitutional duties.
- 2 Reduce supplies and services from program fee operations and program fee administration.
- 3

BASE BUDGET REVIEW REPORTS

BASE BUDGET REVIEW WORKSHEET

Agency Number: 57500	Agency Name: Office of the Secretary of State
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Date of Report: 09/17/18	Fiscal Years Covered: FY 2015-16, 2016-17, 2017-18
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Expenditures by quarter, including links to appropriation description and purpose, are found at the following URL [s. 16.423(3)(a) and (b)]:

<http://openbook.wi.gov/ExpenditureDetailReport.aspx>

Do all agency appropriations meet the mission of the agency and do their objectives justify their expenditures [s. 16.423 (3)(c)]? Yes

No

If No, please list the appropriations and a description why they do not meet the mission of the agency. Add rows to the table as needed.

Chapter 20 Appropriation	Title	Description

Do the objectives of all your agency appropriations justify their expenditures [s. 16.423(3)(c)]?

Yes

No

If No, please list the appropriations and a description why they do not justify their expenditures. Add rows to the table as needed.

Chapter 20 Appropriation	Title	Description

BASE BUDGET REVIEW REPORTS


Please indicate any appropriation whose minimum level of funding to achieve objectives is less than the prior fiscal year's base funding [s. 16.423(3)(d)]. Add rows to the table as needed.

Chapter 20 Appropriation	Title	Prior Fiscal Year Budget	Prior Fiscal Year Expended	Minimum Budget Needed

The agency's mission and objectives can be found in the biennial budget submission at the following URL [s. 16.423(3)(e)]:
<https://doa.wi.gov/Pages/StateFinances/CurrentBiennialBudget.aspx>. Please create an agency mission if your agency does not currently have a mission to include in its agency budget request.

OPTIONAL ANALYSIS

This section is available to agencies that want to describe why expenditures varied throughout fiscal quarters and/or years.

	10/31/18
Signature, Title	Date