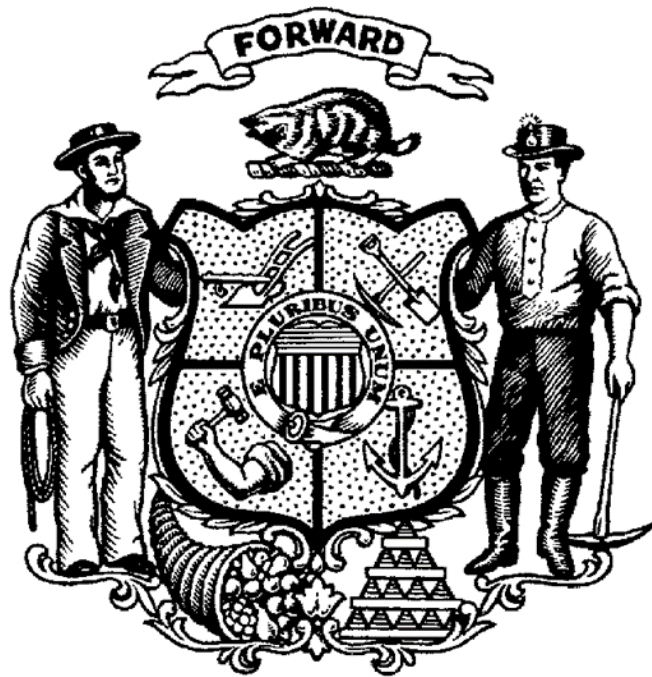


# State of Wisconsin

Secretary of State



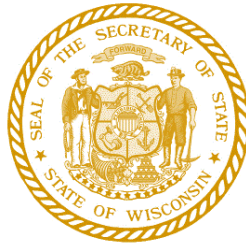
Agency Budget Request

2025 – 2027 Biennium

September 16, 2024

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**SARAH GODLEWSKI**

**SECRETARY OF STATE**

**STATE OF WISCONSIN**

September 16, 2024

The Honorable Tony Evers  
Governor, State of Wisconsin  
115 East, State Capitol Madison,  
WI 53702

Dear Governor Evers:

I am pleased to submit the 2025-27 biennial budget request for the Office of the Secretary of State. This request seeks to establish necessary staffing levels and revenue sources for the Office to fulfill its duties under the Wisconsin Constitution and to perform responsibilities assigned to it by law and international agreements.

The office has generated revenue in excess of its expenditure authority for the last 3 biennia through fees paid by customers and yet customer service staff, supplies and accommodations are inadequate to fulfill all the office's duties. This request would ensure that the services provided to families and businesses are not unnecessarily interrupted. The office continues to analyze staffing needs through its ongoing modernization effort and may update this request at a future point of the budget process.

The Office is 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 request.

Sincerely,

A handwritten signature in black ink that reads "Sarah Godlewski". The signature is written in a cursive style with a large, looped "S" and a distinct "G".

Sarah Godlewski  
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 these services are critical to Wisconsin's business, legal and real estate communities, as well as to other members of the public statewide, domestically and internationally.

## **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 ensure 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 enacted legislation bound into books.

## PERFORMANCE MEASURES

### 2023 AND 2024 GOALS AND ACTUALS

Prog. No.	Performance Measure	Goal 2023	Actual 2023	Goal 2024	Actual 2024
1.	Authentications/apostilles affixed.	14,627	14,696	14,627	15,689

Note: Based on state fiscal year.

### 2025, 2026 AND 2027 GOALS

Prog. No.	Performance Measure	Goal 2025	Goal 2026	Goal 2027
1.	Authentications/apostilles affixed.	14,627	14,627	14,627

Note: Based on state fiscal year.



# Office of the Secretary of State

## Organization Chart





# Agency Total by Fund Source

Secretary of State

2527 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	\$315,618	\$291,800	\$594,300	\$681,800	5.00	5.00	\$583,600	\$1,276,100	\$692,500	118.70%
<b>Total</b>		\$315,618	\$291,800	\$594,300	\$681,800	5.00	5.00	\$583,600	\$1,276,100	\$692,500	118.70%
PR Federal	A	\$0	\$0	\$20,000	\$20,000	0.00	0.00	\$0	\$40,000	\$40,000	0.00%
<b>Total</b>		\$0	\$0	\$20,000	\$20,000	0.00	0.00	\$0	\$40,000	\$40,000	0.00%
<b>Grand Total</b>		\$315,618	\$291,800	\$614,300	\$701,800	5.00	5.00	\$583,600	\$1,316,100	\$732,500	125.50%

# Agency Total by Program

Secretary of State

2527 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 %
<b>01 Managing and operating program responsibilities</b>										
<b>Non Federal</b>										
<b>PR</b>	<b>\$315,618</b>	<b>\$291,800</b>	<b>\$594,300</b>	<b>\$681,800</b>	<b>5.00</b>	<b>5.00</b>	<b>\$583,600</b>	<b>\$1,276,100</b>	<b>\$692,500</b>	<b>118.66%</b>
S	\$315,618	\$291,800	\$594,300	\$681,800	5.00	5.00	\$583,600	\$1,276,100	\$692,500	118.66%
<b>Total - Non Federal</b>	<b>\$315,618</b>	<b>\$291,800</b>	<b>\$594,300</b>	<b>\$681,800</b>	<b>5.00</b>	<b>5.00</b>	<b>\$583,600</b>	<b>\$1,276,100</b>	<b>\$692,500</b>	<b>118.66%</b>
S	\$315,618	\$291,800	\$594,300	\$681,800	5.00	5.00	\$583,600	\$1,276,100	\$692,500	118.66%
<b>Federal</b>										
<b>PR</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>0.00%</b>
A	\$0	\$0	\$20,000	\$20,000	0.00	0.00	\$0	\$40,000	\$40,000	0.00%
<b>Total - Federal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>0.00%</b>
A	\$0	\$0	\$20,000	\$20,000	0.00	0.00	\$0	\$40,000	\$40,000	0.00%
<b>PGM 01 Total</b>	<b>\$315,618</b>	<b>\$291,800</b>	<b>\$614,300</b>	<b>\$701,800</b>	<b>5.00</b>	<b>5.00</b>	<b>\$583,600</b>	<b>\$1,316,100</b>	<b>\$732,500</b>	<b>125.51%</b>
<b>PR</b>	<b>\$315,618</b>	<b>\$291,800</b>	<b>\$614,300</b>	<b>\$701,800</b>	<b>5.00</b>	<b>5.00</b>	<b>\$583,600</b>	<b>\$1,316,100</b>	<b>\$732,500</b>	<b>125.51%</b>
S	\$315,618	\$291,800	\$594,300	\$681,800	5.00	5.00	\$583,600	\$1,276,100	\$692,500	118.66%
A	\$0	\$0	\$20,000	\$20,000	0.00	0.00	\$0	\$40,000	\$40,000	0.00%

# Agency Total by Program

Secretary of State

2527 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 %
01 Managing and operating program responsibilities										
TOTAL 01	\$315,618	\$291,800	\$614,300	\$701,800	5.00	5.00	\$583,600	\$1,316,100	\$732,500	125.51%
A	\$0	\$0	\$20,000	\$20,000	0.00	0.00	\$0	\$40,000	\$40,000	0.00%
S	\$315,618	\$291,800	\$594,300	\$681,800	5.00	5.00	\$583,600	\$1,276,100	\$692,500	118.66%
AGENCY TOTAL	\$315,618	\$291,800	\$614,300	\$701,800	5.00	5.00	\$583,600	\$1,316,100	\$732,500	125.51%

# Agency Total by Decision Item

Secretary of State

2527 Biennial Budget

Decision Item	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
2000 Adjusted Base Funding Level	\$291,800	\$291,800	2.00	2.00
3003 Full Funding of Continuing Position Salaries and Fringe Benefits	\$24,000	\$24,000	0.00	0.00
4001 Office Operations Staff	\$157,600	\$193,900	2.00	2.00
4002 Establishment of Federal Aid and Gifts and Grants Appropriations	\$40,000	\$40,000	0.00	0.00
4004 Operations Office Space	\$0	\$32,700	0.00	0.00
4005 Supplies and Services Re-estimate	\$17,700	\$18,100	0.00	0.00
4006 Records Filing Project Position Support	\$78,800	\$96,900	1.00	1.00
4007 Network Services	\$4,400	\$4,400	0.00	0.00
<b>TOTAL</b>	<b>\$614,300</b>	<b>\$701,800</b>	<b>5.00</b>	<b>5.00</b>

# Program Revenue

2527 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
<b>Opening Balance</b>	<b>\$30,900</b>	<b>\$31,600</b>	<b>\$31,600</b>	<b>\$46,100</b>
Collected Revenue	\$345,400	\$345,400	\$345,400	\$345,400
Transfer In [s. 20.144(1)(g)]	\$150,000	\$150,000	\$240,000	\$300,000
Lapse [s.20.575(1)(g)]	(\$179,100)	(\$179,800)	\$0	\$0
<b>Total Revenue</b>	<b>\$347,200</b>	<b>\$347,200</b>	<b>\$617,000</b>	<b>\$691,500</b>
<b>Expenditures</b>	<b>\$315,600</b>	<b>\$315,600</b>	<b>\$0</b>	<b>\$0</b>
2000 Adjusted Base Funding Level	\$0	\$0	\$288,400	\$288,400
3003 Full Funding of Continuing Position Salaries and Fringe Benefits	\$0	\$0	\$24,000	\$24,000
4001 Office Operations Staff	\$0	\$0	\$157,600	\$193,900
4004 Operations Office Space	\$0	\$0	\$0	\$32,700
4005 Supplies and Services Re-estimate	\$0	\$0	\$17,700	\$18,100
4006 Records Filing Project Position Support	\$0	\$0	\$78,800	\$96,900
4007 Network Services	\$0	\$0	\$4,400	\$4,400
Estimated Adjustment to Base Exp Auth	\$0	\$0	(\$9,200)	(\$17,200)
Compensation Reserve	\$0	\$0	\$3,600	\$7,200
Health Insurance Reserves	\$0	\$0	\$5,600	\$9,900
Wisconsin Retirement System	\$0	\$0	\$0	\$100
<b>Total Expenditures</b>	<b>\$315,600</b>	<b>\$315,600</b>	<b>\$570,900</b>	<b>\$658,400</b>

Program Revenue

2527 Biennial Budget

	<b>CODES</b>	<b>TITLES</b>		
<b>DEPARTMENT</b>	575	Secretary of State		
<b>PROGRAM</b>	01	Managing and operating program responsibilities		
<b>SUBPROGRAM</b>				
<b>NUMERIC APPROPRIATION</b>	30	Program fees		

<b>Revenue and Expenditures</b>	<b>Prior Year Actuals</b>	<b>Base Year Estimate</b>	<b>1st Year Estimate</b>	<b>2nd Year Estimate</b>
Closing Balance	\$31,600	\$31,600	\$46,100	\$33,100

# Program Revenue

2527 Biennial Budget

	<b>CODES</b>	<b>TITLES</b>
<b>DEPARTMENT</b>	575	Secretary of State
<b>PROGRAM</b>	01	Managing and operating program responsibilities
<b>SUBPROGRAM</b>		
<b>NUMERIC APPROPRIATION</b>	32	Gifts, grants, and bequests

<b>Revenue and Expenditures</b>	<b>Prior Year Actuals</b>	<b>Base Year Estimate</b>	<b>1st Year Estimate</b>	<b>2nd Year Estimate</b>
<b>Opening Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
4002 Establishment of Federal Aid and Gifts and Grants Appropriations	\$0	\$0	\$20,000	\$20,000
Estimated Adjustment to Base Exp Auth	\$0	\$0	(\$20,000)	(\$20,000)
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Closing Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Program Revenue

2527 Biennial Budget

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

<b>Revenue and Expenditures</b>	<b>Prior Year Actuals</b>	<b>Base Year Estimate</b>	<b>1st Year Estimate</b>	<b>2nd Year Estimate</b>
<b>Opening Balance</b>	<b>\$4,200</b>	<b>\$4,200</b>	<b>\$800</b>	<b>\$0</b>
Collected Revenue	\$0	\$0	\$2,600	\$3,400
<b>Total Revenue</b>	<b>\$4,200</b>	<b>\$4,200</b>	<b>\$3,400</b>	<b>\$3,400</b>
<b>Expenditures</b>	<b>\$0</b>	<b>\$3,400</b>	<b>\$0</b>	<b>\$0</b>
2000 Adjusted Base Funding Level	\$0	\$0	\$3,400	\$3,400
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$3,400</b>	<b>\$3,400</b>	<b>\$3,400</b>
<b>Closing Balance</b>	<b>\$4,200</b>	<b>\$800</b>	<b>\$0</b>	<b>\$0</b>



# Program Revenue

2527 Biennial Budget

	<b>CODES</b>	<b>TITLES</b>
<b>DEPARTMENT</b>	575	Secretary of State
<b>PROGRAM</b>	01	Managing and operating program responsibilities
<b>SUBPROGRAM</b>		
<b>NUMERIC APPROPRIATION</b>	40	Federal aid

<b>Revenue and Expenditures</b>	<b>Prior Year Actuals</b>	<b>Base Year Estimate</b>	<b>1st Year Estimate</b>	<b>2nd Year Estimate</b>
<b>Opening Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
4002 Establishment of Federal Aid and Gifts and Grants Appropriations	\$0	\$0	\$20,000	\$20,000
Estimated Adjustment to Base Exp Auth	\$0	\$0	(\$20,000)	(\$20,000)
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Closing Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Decision Item (DIN) - 2000**

**Decision Item (DIN) Title - Adjusted Base Funding Level**

**NARRATIVE**

Adjusted Base Funding Level

# Decision Item by Line

2527 Biennial Budget

<b>DEPARTMENT</b>	<b>CODES</b>	<b>TITLES</b>
	575	Secretary of State
<b>DECISION ITEM</b>	<b>CODES</b>	<b>TITLES</b>
	2000	Adjusted Base Funding Level

	<b>Expenditure Items</b>	<b>1st Year Cost</b>	<b>2nd Year Cost</b>
01	Permanent Position Salaries	\$152,800	\$152,800
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$35,400	\$35,400
05	Fringe Benefits	\$59,300	\$59,300
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
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
<b>17</b>	<b>TOTAL</b>	<b>\$291,800</b>	<b>\$291,800</b>
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	1.00	1.00

Decision Item by Line

2527 Biennial Budget

20	Unclassified Positions Authorized	1.00	1.00
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# Decision Item by Numeric

2527 Biennial Budget

## Secretary of State

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	<b>2000 Adjusted Base Funding Level</b>				
01	Managing and operating program responsibilities				
	30 Program fees	\$288,400	\$288,400	2.00	2.00
	35 Agency collections	\$3,400	\$3,400	0.00	0.00
	<b>Managing and operating program responsibilities Sub Total</b>	<b>\$291,800</b>	<b>\$291,800</b>	<b>2.00</b>	<b>2.00</b>
	<b>Adjusted Base Funding Level Sub Total</b>	<b>\$291,800</b>	<b>\$291,800</b>	<b>2.00</b>	<b>2.00</b>
	<b>Agency Total</b>	<b>\$291,800</b>	<b>\$291,800</b>	<b>2.00</b>	<b>2.00</b>

Decision Item by Fund Source

2527 Biennial Budget

Secretary of State

Decision Item/Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
2000 Adjusted Base Funding Level					
PR	S	\$291,800	\$291,800	2.00	2.00
Adjusted Base Funding Level Total		\$291,800	\$291,800	2.00	2.00
Agency Total		\$291,800	\$291,800	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

2527 Biennial Budget

<b>DEPARTMENT</b>	<b>CODES</b>	<b>TITLES</b>
	575	Secretary of State
<b>DECISION ITEM</b>	<b>CODES</b>	<b>TITLES</b>
	3003	Full Funding of Continuing Position Salaries and Fringe Benefits

	<b>Expenditure Items</b>	<b>1st Year Cost</b>	<b>2nd Year Cost</b>
01	Permanent Position Salaries	\$1,600	\$1,600
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	\$22,400	\$22,400
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
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
<b>17</b>	<b>TOTAL</b>	<b>\$24,000</b>	<b>\$24,000</b>
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00



Decision Item by Line

2527 Biennial Budget

20	Unclassified Positions Authorized	0.00	0.00
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# Decision Item by Numeric

2527 Biennial Budget

## Secretary of State

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	<b>3003 Full Funding of Continuing Position Salaries and Fringe Benefits</b>				
01	Managing and operating program responsibilities				
	30 Program fees	\$24,000	\$24,000	0.00	0.00
	<b>Managing and operating program responsibilities Sub Total</b>	<b>\$24,000</b>	<b>\$24,000</b>	<b>0.00</b>	<b>0.00</b>
	<b>Full Funding of Continuing Position Salaries and Fringe Benefits Sub Total</b>	<b>\$24,000</b>	<b>\$24,000</b>	<b>0.00</b>	<b>0.00</b>
	<b>Agency Total</b>	<b>\$24,000</b>	<b>\$24,000</b>	<b>0.00</b>	<b>0.00</b>

Decision Item by Fund Source

2527 Biennial Budget

Secretary of State

Decision Item/Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
3003 Full Funding of Continuing Position Salaries and Fringe Benefits					
PR	S	\$24,000	\$24,000	0.00	0.00
Full Funding of Continuing Position Salaries and Fringe Benefits Total		\$24,000	\$24,000	0.00	0.00
Agency Total		\$24,000	\$24,000	0.00	0.00

## **Decision Item (DIN) - 4001**

### **Decision Item (DIN) Title - Office Operations Staff**

#### **NARRATIVE**

The Office of the Secretary of State (or Office) requests 2.0 program revenue - service (PR-S) FTE positions for the Office to perform duties assigned to it by law under State of Wisconsin Statutes and the Wisconsin Constitution.

The Office requests 2.0 classified PR-S permanent FTE Records/Form Management Specialists to perform apostille and authentication services and other office operations to address the Office's statutory responsibilities.

The position and expenditure authority are requested to be funded under s. 20.575 (1) (g), Wis. Stats., Program Fees, appropriation numeric 13000 in the amounts of \$157,600 PR-S in FY2025-26 and \$193,900 PR-S in FY 2026-27. Numeric 13000's structure to fund and support this request is as prescribed under Decision Item Narrative 4003.

The Office has been challenged to maintain critical work functions with its resources of 2.0 FTE permanent PR-S positions (inclusive of the Secretary of State and Records Administrator), LTE support appropriated at \$35,400 PR-S annually, and a supplies and services budget of \$40,900 PR-S, all under s. 20.575 (1) (g).

Due to current staffing levels and numerous responsibilities, it is impossible for the Office to meet its business and records requirements, correspondence volume, and constitutional and statutory responsibilities.

For instance, the Secretary of State is constitutionally required to keep a record of all official acts of the legislative and executive branches of Wisconsin's government (Wisconsin Constitution Article VI §2 and s. 14.38 (1), Wis. Stats.), affix the Great Seal of the State of Wisconsin to official acts of the Governor (Wisconsin Constitution Article XIII 4 and s. 14.38 (2), Wis. Stats.), file oaths of office, bonds, and deeds for state lands (s. 14.43, Wis. Stats.), and preserve the original copies of laws (s. 14.38 (5), Wis. Stats.).

The Office processes over approximately 14,000 apostille and authentication cases each year, most of which are paid for with cash, check, or money order, resulting in hundreds of manual transactions each month.

The Office is also required to make available public records and to comply with the Wisconsin Open Records Law and open records requests. The Secretary of State maintains hundreds of thousands of pages of public records dating back over a century, receives hundreds of new public records documents to maintain annually, and responds to dozens of public records requests each year. Public records required to be maintained by the Office include bills, oaths of office, legislative acts, public lands deeds, signatures and seals of county clerks, registers of deed, and clerks of courts, county officer booklets for elected officials, utility paperwork, and all acts of the Governor, such as proclamations, orders, warrants, and requisitions, civil and military appointments, and pardons.

In addition, while the Secretary of State is statutorily required to be open and accessible to the public during regular business hours every weekday under s. 230.35 (4) (f), Wis. Stats., Office staff also practically need to be in-person and to spend a considerable amount of their limited time on processing authentications and apostilles.

The 2.0 Records/Form Management Specialist positions would be responsible for performing apostille and authentication services, operating as business matter specialists. They would also assist the current Records

Management Specialist with: Office operations, such as intaking and processing mail; corresponding with constituents and customers; managing Office financial activity, such as processing, preparing, and issuing checks, payments, refunds, and deposits, and balancing the Office's cash drawer; responding to inquiries and open records requests, the responses to which are oftentimes delayed due to resource constraints; and providing essential coverage of Office services to the public during regular business hours (e.g., answering phones, addressing walk-ins, etc.).

The reductions to the Office's appropriated expenditure and staffing authority that have occurred in the last decade have created uncertainties for how the duties of the Office are to be completed. In addition, some archival tasks of the Office have ceased since 2015 due to lack of staffing resources (act binding, for example) and due to the immediate need to serve walk-in customers or perform authentication services.

The Wisconsin Secretary of State's Office provides vital functions to businesses and families in Wisconsin. These added positions would allow the Office to provide services efficiently, effectively and without unnecessary delays.

# Decision Item by Line

2527 Biennial Budget

<b>DEPARTMENT</b>	<b>CODES</b>	<b>TITLES</b>
	575	Secretary of State
<b>DECISION ITEM</b>	<b>CODES</b>	<b>TITLES</b>
	4001	Office Operations Staff

	<b>Expenditure Items</b>	<b>1st Year Cost</b>	<b>2nd Year Cost</b>
01	Permanent Position Salaries	\$85,000	\$113,200
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	\$42,600	\$56,700
06	Supplies and Services	\$24,000	\$24,000
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	\$6,000	\$0
12	Debt service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
<b>17</b>	<b>TOTAL</b>	<b>\$157,600</b>	<b>\$193,900</b>
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	2.00	2.00

Decision Item by Line

2527 Biennial Budget

20	Unclassified Positions Authorized	0.00	0.00
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# Decision Item by Numeric

2527 Biennial Budget

## Secretary of State

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	<b>4001 Office Operations Staff</b>				
01	Managing and operating program responsibilities				
	30 Program fees	\$157,600	\$193,900	2.00	2.00
	<b>Managing and operating program responsibilities Sub Total</b>	<b>\$157,600</b>	<b>\$193,900</b>	<b>2.00</b>	<b>2.00</b>
	<b>Office Operations Staff Sub Total</b>	<b>\$157,600</b>	<b>\$193,900</b>	<b>2.00</b>	<b>2.00</b>
	<b>Agency Total</b>	<b>\$157,600</b>	<b>\$193,900</b>	<b>2.00</b>	<b>2.00</b>



Decision Item by Fund Source

2527 Biennial Budget

Secretary of State

Decision Item/Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
4001 Office Operations Staff					
PR	S	\$157,600	\$193,900	2.00	2.00
Office Operations Staff Total		\$157,600	\$193,900	2.00	2.00
Agency Total		\$157,600	\$193,900	2.00	2.00

## **Decision Item (DIN) - 4002**

### **Decision Item (DIN) Title - Establishment of Federal Aid and Gifts and Grants Appropriations**

#### **NARRATIVE**

The Office of the Secretary of State requests the creation of two new continuing, all moneys received appropriations and base expenditure authority for the Office to be able to receive gifts, grants and bequests under the newly created s. 20.575 (1) (i), Wis. Stats., *Gifts, grants and bequests*, appropriation numeric 13200 program revenue - service (PR-S), and to receive moneys from the federal government under the newly created s. 20.575 (1) (j), Wis. Stats., appropriation numeric 14000 program revenue - federal (PR-F). The creation of the two new appropriations would allow for the Office to receive gifts, grants and bequests and federal funds, to mirror the ability of other state agencies that currently have such appropriations and to expand its revenue support opportunities.

## STATUTORY LANGUAGE

Proposed Language:

**20.575 (1) (i) *Gifts, grants and bequests.*** All moneys received from gifts, grants, bequests, or devises made to carry out the purposes for which received and made.

**20.575 (1) (j) *Federal aid.*** All moneys received from the federal government as authorized by the governor under s. 16.54 to carry out the purposes for which received.

# Decision Item by Line

2527 Biennial Budget

<b>DEPARTMENT</b>	<b>CODES</b>	<b>TITLES</b>
	575	Secretary of State
<b>DECISION ITEM</b>	<b>CODES</b>	<b>TITLES</b>
	4002	Establishment of Federal Aid and Gifts and Grants Appropriations

	<b>Expenditure Items</b>	<b>1st Year Cost</b>	<b>2nd Year Cost</b>
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	\$0	\$0
06	Supplies and Services	\$0	\$0
07	Permanent Property	\$0	\$0
08	Unallotted Reserve	\$0	\$0
09	Aids to Individuals & Organizations	\$40,000	\$40,000
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
<b>17</b>	<b>TOTAL</b>	<b>\$40,000</b>	<b>\$40,000</b>
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00

Decision Item by Line

2527 Biennial Budget

20	Unclassified Positions Authorized	0.00	0.00
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# Decision Item by Numeric

2527 Biennial Budget

## Secretary of State

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	<b>4002 Establishment of Federal Aid and Gifts and Grants Appropriations</b>				
01	Managing and operating program responsibilities				
	32 Gifts, grants, and bequests	\$20,000	\$20,000	0.00	0.00
	40 Federal aid	\$20,000	\$20,000	0.00	0.00
	<b>Managing and operating program responsibilities Sub Total</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>0.00</b>	<b>0.00</b>
	<b>Establishment of Federal Aid and Gifts and Grants Appropriations Sub Total</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>0.00</b>	<b>0.00</b>
	<b>Agency Total</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>0.00</b>	<b>0.00</b>

# Decision Item by Fund Source

2527 Biennial Budget

## Secretary of State

Decision Item/Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
<b>4002 Establishment of Federal Aid and Gifts and Grants Appropriations</b>					
PR	S	\$20,000	\$20,000	0.00	0.00
PR Federal	A	\$20,000	\$20,000	0.00	0.00
<b>Establishment of Federal Aid and Gifts and Grants Appropriations Total</b>		<b>\$40,000</b>	<b>\$40,000</b>	<b>0.00</b>	<b>0.00</b>
<b>Agency Total</b>		<b>\$40,000</b>	<b>\$40,000</b>	<b>0.00</b>	<b>0.00</b>

## **Decision Item (DIN) - 4003**

### **Decision Item (DIN) Title - Program Fees Appropriation Structure and Funding**

#### **NARRATIVE**

The Office is requesting to modify its Program Fees appropriation numeric 13000 (s. 20.575 (1) (g), Wis. Stats.) from its current annual appropriation to a continuing structure, to remove the appropriation's current statutorily required lapse to the general fund of the unencumbered balance at the close of the fiscal year exceeding 10% of the fiscal year's expenditures, and to increase the transfer from the Department of Financial Institutions (DFI). This is requested to enable the Office's full use of the revenue it collects to better serve customers seeking records and authentication services and to support the Office's requested resources.

For example, due to the required lapse structure, while the Office collected approximately \$345,400 in fees from authentication and apostille services and \$150,000 from its annual statutorily defined (s. 20.144 (1) (g), Wis. Stats.) transfer from DFI, \$179,100 of this amount was required to be lapsed to the general fund. Based upon the proposed change in the structure, these funds, and the funds accumulated from each fiscal year end, would be retained and expended for the purposes for which they were collected or transferred.

The services the Office delivers to business customers and families are provided in a timely manner and are vital as a public sector business function. By not allowing the Office to utilize their program revenue as needed, areas of concern, often immediate and unforeseeable, are unable to be accommodated and expenditures are not able to be made due to the limitation of the appropriated budget authority and lapse requirement.

This limitation in expenditure can negatively impact stakeholders and staff, especially as the Office continues its technological modernization efforts. By replacing appropriation numeric 13000's annual structure with a continuing and removing the lapse requirement, it would more properly align this office with its business and function and allow customer needs to be met and in accordance with its increasing volume of work.

In addition, the resources requested as contained herein (i.e., Secretary of State's 2025-27 Agency Biennial Request) require increased revenue support. The requested continuing appropriation structure would allow the revenues collected from Office services to in part support the increased resource needs for the Office, however to fully fund its operations, the Secretary of State requests an increase in the amount transferred from DFI under s. 20.144 (1) (g), Wis. Stats., to under 20.575 (1) (g), from \$150,000 to \$240,000 in FY 2025-26 and \$300,000 in FY 2026-27 and thereafter [see proposed statutory language below].



## STATUTORY LANGUAGE

### Current Language:

20.575 (1) Managing and operating program responsibilities.

(g) Program fees. The amounts in the schedule for the purpose of carrying out general program operations. Except as provided under par. (ka), all amounts received by the secretary of state, including all moneys transferred from the appropriation under s. 20.144 (1) (g), shall be credited to this appropriation. Notwithstanding s. 20.001 (3) (a), any unencumbered balance at the close of a fiscal year exceeding 10 percent of that fiscal year's expenditures under this appropriation shall lapse to the general fund.

20.144 (1) Supervision of financial institutions, securities regulation and other functions.

(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 of the amounts received under this appropriation account shall be transferred to the appropriation account under s. 20.575 (1) (g).

### Proposed Language:

20.575 (1) (g) Program fees. ~~The amounts in the schedule~~ All moneys received for the purpose of carrying out general program operations. Except as provided under par. (ka), all amounts received by the secretary of state, including all moneys transferred from the appropriation under s. 20.144 (1) (g), shall be credited to this appropriation. ~~Notwithstanding s. 20.001 (3) (a), any unencumbered balance at the close of a fiscal year exceeding 10 percent of that fiscal year's expenditures under this appropriation shall lapse to the general fund.~~

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, In FY 2025-26 and \$45240,000 and FY 2026-27 and annually thereafter \$300,000 of the amounts received under this appropriation account shall be transferred to the appropriation account under s. 20.575 (1) (g).

# Decision Item by Line

2527 Biennial Budget

<b>DEPARTMENT</b>	<b>CODES</b>	<b>TITLES</b>
	575	Secretary of State
<b>DECISION ITEM</b>	<b>CODES</b>	<b>TITLES</b>
	4003	Program Fees Appropriation Structure and Funding

	<b>Expenditure Items</b>	<b>1st Year Cost</b>	<b>2nd Year Cost</b>
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	\$0	\$0
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
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
<b>17</b>	<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00

Decision Item by Line

2527 Biennial Budget

20	Unclassified Positions Authorized	0.00	0.00
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Decision Item by Numeric

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	Agency Total				

**Decision Item by Fund Source**

Decision Item/Source of Funds	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Agency Total				

## **Decision Item (DIN) - 4004**

### **Decision Item (DIN) Title - Operations Office Space**

#### **NARRATIVE**

The Secretary of State is requesting additional ongoing, annual expenditure authority of \$17,700 PR-S beginning in FY 2026-27 and a one-time amount of \$15,000 PR-S under s. 20.575 (1) (g), Wis. Stats., Program Fees, appropriation numeric 13000, to occupy new, accessible office space that meets the operational needs and statutory requirements of the Office and its stakeholders. Numeric 13000's structure to fund and support this request is as prescribed under Decision Item Narrative 4003.

The Secretary of State's office space is unique among offices in the Wisconsin State Capitol in that it accepts walk-in customers, handles cash and checks, and must be open and accessible to customers under s. 14.49, Wis. Stats. Over 30% of customers seeking apostille and authentication services are walk-ins.

The office space that that Secretary of State occupies, B41W State Capitol, is difficult to find and difficult to access, especially for older adults or people with disabilities, and the capitol square has expensive, limited parking. The public can only access the office via a single elevator that is shared with the observation deck in the west wing. Authentication and apostille services are typically only needed by customers once, however multiple trips are oftentimes needed for this one instance, such as to correct improperly notarized documents.

The Office also requires a space that meets its business and statutory records function needs, and due to the handling of cash and sensitive documents, that is also secure. The current office in the basement of the State Capitol is neither accessible nor adequate for the business of the Office.

Due to the Office's responsibility to be open and accessible to customers, including walk-in services, the additional office space would need to accommodate counter services and house the equivalent of three personnel, while the current office space would continue to accommodate the Office's operations, administration, and staff.

The request is calculated for 675 square feet total at 225 square feet per personnel and the current State Building Commission approved Class A state space rate, for annual ongoing rent expense of \$17,700 PR-S for the Office beginning in FY 2026-27.

The one-time expense of \$15,000 PR-S associated with the Office move in FY 2026-27 assumes FY 2025-26 would be utilized to locate an appropriate space to accept customers and operate and then to organize for the move.

The request for additional office space to accommodate Office staff and stakeholders served is needed in order to meet the statutory requirements of the Office as it stands currently and independent of the additional personnel as contained herein. Any additional space needs for the newly requested staff would need to be analyzed and determined.

# Decision Item by Line

2527 Biennial Budget

<b>DEPARTMENT</b>	<b>CODES</b>	<b>TITLES</b>
	575	Secretary of State
<b>DECISION ITEM</b>	<b>CODES</b>	<b>TITLES</b>
	4004	Operations Office Space

	<b>Expenditure Items</b>	<b>1st Year Cost</b>	<b>2nd Year Cost</b>
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	\$0	\$0
06	Supplies and Services	\$0	\$17,700
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	\$15,000
12	Debt service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
<b>17</b>	<b>TOTAL</b>	<b>\$0</b>	<b>\$32,700</b>
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00

Decision Item by Line

2527 Biennial Budget

20	Unclassified Positions Authorized	0.00	0.00
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# Decision Item by Numeric

2527 Biennial Budget

## Secretary of State

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	<b>4004 Operations Office Space</b>				
01	Managing and operating program responsibilities				
	30 Program fees	\$0	\$32,700	0.00	0.00
	<b>Managing and operating program responsibilities Sub Total</b>	<b>\$0</b>	<b>\$32,700</b>	<b>0.00</b>	<b>0.00</b>
	<b>Operations Office Space Sub Total</b>	<b>\$0</b>	<b>\$32,700</b>	<b>0.00</b>	<b>0.00</b>
	<b>Agency Total</b>	<b>\$0</b>	<b>\$32,700</b>	<b>0.00</b>	<b>0.00</b>

Decision Item by Fund Source

2527 Biennial Budget

Secretary of State

Decision Item/Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
4004 Operations Office Space					
PR	S	\$0	\$32,700	0.00	0.00
Operations Office Space Total		\$0	\$32,700	0.00	0.00
Agency Total		\$0	\$32,700	0.00	0.00

## **Decision Item (DIN) - 4005**

### **Decision Item (DIN) Title - Supplies and Services Re-estimate**

#### **NARRATIVE**

The Office requests a re-estimate of its supplies and services expenditure authority of \$17,700 PR-S in FY 2025-26 and \$18,100 PR-S in FY 2026-27 under s. 20.575 (1) (g), Wis. Stats., Program Fees, appropriation numeric 13000, to align expenditure authority with current operational expenditure needs. Numeric 13000's structure to fund and support this request is as prescribed under Decision Item Narrative 4003.

The Office is requesting a supplies and services increase for basic news subscriptions to stay up to date on statewide issues and occurrences; two additional cellphones for staff communications and coordination of Office operations; membership dues for and staff participation in the annual National Association of Secretaries of State (NASS) conference, for which the Wisconsin is currently one of a few states that are not a paying member of (and thus do not receive full benefits of); and for consulting services from the Department of Administration's Division of Enterprise Technology associated with the Office's technology modernization efforts and process improvement implementation.

The requested amount would be used for the Office of the Secretary of State to be able to continue to perform their statutory responsibilities as prescribed under s. 14.38, Wis. Stats., including recording executive acts, affixing the Great Seal, records retention, and providing apostille and authentication business services to the public.

# Decision Item by Line

2527 Biennial Budget

<b>DEPARTMENT</b>	<b>CODES</b>	<b>TITLES</b>
	575	Secretary of State
<b>DECISION ITEM</b>	<b>CODES</b>	<b>TITLES</b>
	4005	Supplies and Services Re-estimate

	<b>Expenditure Items</b>	<b>1st Year Cost</b>	<b>2nd Year Cost</b>
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	\$0	\$0
06	Supplies and Services	\$17,700	\$18,100
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
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
<b>17</b>	<b>TOTAL</b>	<b>\$17,700</b>	<b>\$18,100</b>
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00

Decision Item by Line

2527 Biennial Budget

20	Unclassified Positions Authorized	0.00	0.00
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# Decision Item by Numeric

2527 Biennial Budget

## Secretary of State

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	<b>4005 Supplies and Services Re-estimate</b>				
01	Managing and operating program responsibilities				
	30 Program fees	\$17,700	\$18,100	0.00	0.00
	<b>Managing and operating program responsibilities Sub Total</b>	<b>\$17,700</b>	<b>\$18,100</b>	<b>0.00</b>	<b>0.00</b>
	<b>Supplies and Services Re-estimate Sub Total</b>	<b>\$17,700</b>	<b>\$18,100</b>	<b>0.00</b>	<b>0.00</b>
	<b>Agency Total</b>	<b>\$17,700</b>	<b>\$18,100</b>	<b>0.00</b>	<b>0.00</b>

Decision Item by Fund Source

2527 Biennial Budget

Secretary of State

Decision Item/Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
4005 Supplies and Services Re-estimate					
PR	S	\$17,700	\$18,100	0.00	0.00
Supplies and Services Re-estimate Total		\$17,700	\$18,100	0.00	0.00
Agency Total		\$17,700	\$18,100	0.00	0.00

## **Decision Item (DIN) - 4006**

### **Decision Item (DIN) Title - Records Filing Project Position Support**

#### **NARRATIVE**

The Office requests 1.0 PR-S FTE Records Program Associate two-year project position and expenditure authority of \$78,800 PR-S in FY 2025-26 and \$96,900 PR-S in FY 2026-27 under s. 20.575 (1) (g), Wis. Stats., Program fees, appropriation numeric 13000, to work on archiving existing documents and with the Office's modernized systems to archive future documents kept by the Office. Numeric 13000's structure to fund and support this request is as prescribed under Decision Item Narrative 4003.

This position would create and provide as groundwork for the Office procedures for intake, filing, storage, and retrieval of documents. Documents dating back dozens of years were temporarily stored after the Office's move to the Wisconsin State Capitol Building, and many of these records still need to be examined for record retention and properly stored, securely destroyed, or digitized for public inspection.

This project position would be tasked with working with permanent Secretary of State staff to address the archival requirements of the Office and organizing documents for scanning and storage as applicable to assist in addressing the backlog of documents, including documents filed with the Office that must be managed according to state statute and the constitution.



# Decision Item by Line

2527 Biennial Budget

<b>DEPARTMENT</b>	<b>CODES</b>	<b>TITLES</b>
	575	Secretary of State
<b>DECISION ITEM</b>	<b>CODES</b>	<b>TITLES</b>
	4006	Records Filing Project Position Support

	<b>Expenditure Items</b>	<b>1st Year Cost</b>	<b>2nd Year Cost</b>
01	Permanent Position Salaries	\$0	\$0
02	Turnover	\$0	\$0
03	Project Position Salaries	\$42,500	\$56,600
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	\$21,300	\$28,300
06	Supplies and Services	\$12,000	\$12,000
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	\$3,000	\$0
12	Debt service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
<b>17</b>	<b>TOTAL</b>	<b>\$78,800</b>	<b>\$96,900</b>
18	Project Positions Authorized	1.00	1.00
19	Classified Positions Authorized	0.00	0.00

Decision Item by Line

2527 Biennial Budget

20	Unclassified Positions Authorized	0.00	0.00
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# Decision Item by Numeric

2527 Biennial Budget

## Secretary of State

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	<b>4006 Records Filing Project Position Support</b>				
01	Managing and operating program responsibilities				
	30 Program fees	\$78,800	\$96,900	1.00	1.00
	<b>Managing and operating program responsibilities Sub Total</b>	<b>\$78,800</b>	<b>\$96,900</b>	<b>1.00</b>	<b>1.00</b>
	<b>Records Filing Project Position Support Sub Total</b>	<b>\$78,800</b>	<b>\$96,900</b>	<b>1.00</b>	<b>1.00</b>
	<b>Agency Total</b>	<b>\$78,800</b>	<b>\$96,900</b>	<b>1.00</b>	<b>1.00</b>

Decision Item by Fund Source

2527 Biennial Budget

Secretary of State

Decision Item/Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
4006 Records Filing Project Position Support					
PR	S	\$78,800	\$96,900	1.00	1.00
Records Filing Project Position Support Total		\$78,800	\$96,900	1.00	1.00
Agency Total		\$78,800	\$96,900	1.00	1.00

## **Decision Item (DIN) - 4007**

### **Decision Item (DIN) Title - Network Services**

#### **NARRATIVE**

The Office requests an annual, ongoing increase in expenditure authority of \$4,400 program revenue - service (PR-S) under appropriation numeric 13000 (s. 20.575 (1) (g), Wis. Stats., Program Fees) in FY 2025-26 and FY 2026-27 to pay for network services (i.e., managed transport service [MTS]). Numeric 13000's structure to fund and support this request is as prescribed under Decision Item Narrative 4003.

It was identified in FY 2023-24 that certain agencies in the Capitol Building were not being charged for network services and therefore the Department of Administration's Division of Enterprise Technology has now rectified this billing inconsistency. However, as the Office does not have the availability in its base supplies and services budget to cover this ongoing cost and the service and expense is nondiscretionary, the request herein is equal to the annualized MTS billing.

# Decision Item by Line

2527 Biennial Budget

DEPARTMENT	<b>CODES</b>	<b>TITLES</b>
	575	Secretary of State
DECISION ITEM	<b>CODES</b>	<b>TITLES</b>
	4007	Network Services

	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	\$0	\$0
06	Supplies and Services	\$4,400	\$4,400
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
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	<b>TOTAL</b>	<b>\$4,400</b>	<b>\$4,400</b>
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00

Decision Item by Line

2527 Biennial Budget

20	Unclassified Positions Authorized	0.00	0.00
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# Decision Item by Numeric

2527 Biennial Budget

## Secretary of State

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	<b>4007 Network Services</b>				
01	Managing and operating program responsibilities				
	30 Program fees	\$4,400	\$4,400	0.00	0.00
	<b>Managing and operating program responsibilities Sub Total</b>	<b>\$4,400</b>	<b>\$4,400</b>	<b>0.00</b>	<b>0.00</b>
	<b>Network Services Sub Total</b>	<b>\$4,400</b>	<b>\$4,400</b>	<b>0.00</b>	<b>0.00</b>
	<b>Agency Total</b>	<b>\$4,400</b>	<b>\$4,400</b>	<b>0.00</b>	<b>0.00</b>



Decision Item by Fund Source

2527 Biennial Budget

Secretary of State

Decision Item/Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
4007 Network Services					
PR	S	\$4,400	\$4,400	0.00	0.00
Network Services Total		\$4,400	\$4,400	0.00	0.00
Agency Total		\$4,400	\$4,400	0.00	0.00

ACT 201

Proposal under s. 16.42(4)(b): 0% change in each fiscal year  
FY: FY26, FY27  
Agency: SOS - 575

Agency	Appropriation		Fund Source	\$	FTE	(See Note 1) 0% Change Target	Proposed Budget 2025-26			Change from Adj Base		(See Note 2) Remove SBAs		Change from Adj Base after Removal of SBAs	
	Alpha	Numeric					Proposed \$	Proposed FTE	Item Ref	\$	FTE	\$	FTE	\$	FTE
575	1g	130	PR	\$288,400.00	2.00	\$0	\$311,500	5.00	1	\$23,100	3.00	(\$23,100)	0.00	\$0	3.00
575	1ka	135	PR	\$3,400.00	0.00	\$0	\$3,400	0.00		\$0	0.00	\$0	0.00	\$0	0.00
Totals				\$291,800.00	2.00	\$0	\$314,900	5.00		\$23,100	3.00	(\$23,100)	0.00	\$0	3.00

Note 1: Reduction target must be met within state operations appropriations, but may be allocated across those appropriations and fund sources. Target Reduction = \$0

Note 2: Amounts should be SBAs (DINs 3001 - 3011) from agency request multiplied by -1. Difference = \$0  
Should equal \$0

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

- 1 Remove non-standard DIN requests for staffing and supplies and services. If taken, this reduction would be a detriment to the Office of the State Secretary and would inhibit its ability to operate effectively.
- 2
- 3

ACT 201

Proposal under s. 16.42(4)(b): 5% change in each fiscal year  
FY: FY26, FY27  
Agency: SOS - 575

						(See Note 1)						(See Note 2)	Change from Adj Base		
Appropriation		Fund	5% Change			Proposed Budget 2025-26		Item	Change from Adj Base		Remove SBAs		after Removal of SBAs		
Agency	Alpha	Numeric	Source	\$	FTE	Target	Proposed \$	Proposed FTE	Ref	\$	FTE	\$	FTE	\$	FTE
575	1g	130	PR	\$288,400.00	2.00	(\$14,400)	\$297,100	5.00	1,2	\$8,700	3.00	(\$23,100)	0.00	(\$14,400)	3.00
575	1ka	135	PR	\$3,400.00	0.00	(\$200)	\$3,200	0.00	3	(\$200)	0.00	\$0	0.00	(\$200)	0.00
Totals				\$291,800.00	2.00	(\$14,600)	\$300,300	5.00		\$8,500	3.00	(\$23,100)	0.00	(\$14,600)	3.00

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 = (\$14,600)

Difference = \$0

Should equal \$0

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

- 1 Remove non-standard DIN requests for staffing and supplies and services. If taken, this reduction would be a detriment to the Office of the State Secretary and would inhibit its ability to operate effectively.
- 2 Reduce program operations LTE budget. If taken, this reduction would be a detriment to the Secretary of State's Office and would inhibit its ability to operate effectively.
- 3 Reduce agency collections appropriation. If taken, this reduction would be a detriment to the Secretary of State's Office and would inhibit its ability to operate effectively.

Please note any proposed appropriations for new creation and authority are not included herein due to the Act 201 reductions that would negate their new creation.