State of Wisconsin

Secretary of State

Agency Budget Request
2027 – 2029 Biennium
September 15, 2026

Table of Contents

State of Wisconsin Office of the Secretary of State

Tony Evers, Governor
Sarah Godlewski, Secretary

September 15, 2026

Mr. Brian Pahnke, State Budget Director
Division of Executive Budget and Finance
Wisconsin Department of Administration
101 E. Wilson Street
Madison, WI 53703

Dear Mr. Pahnke:

I am pleased to submit the 2027-29 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 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,

Sarah Godlewski

Contact Information
Sarah Godlewski, Secretary of State
Office of the Secretary of State
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Madison, WI 53707
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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 accessible, cost-effective, and reliable services to Wisconsin's citizens, local governments, businesses, and visitors. The office is committed to ongoing modernization efforts to effectively utilize personnel as well as fiscal and technological resources to administer program responsibilities. The office strives to best serve the state with transparent and secure processes. 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

Note: Goals, objectives, and activities have been revised for the 2027-29 biennium.

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: Utilize the online Secretary of State Services portal to log, track, and fulfill apostille and authentication orders in a timely and secure fashion. 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.

Patron Services Support

Goal: Provide high quality service to the thousands of patrons that interact with the office each year seeking records, authentications, and apostilles.

Objective/Activity: Provide support, timely response, and resolution of orders for various services the office provides. Provide clear guidance on requirements and procedures, resolve customer inquiries effectively, and maintain a service-oriented experience.

Preservation of State Records

Goal: Ensure that important and historical state records are preserved and managed responsibly and securely.

Objective/Activity: Maintain office policies and procedures for intake, processing, and storage of state records that are filed within the office.

Transparency and Accessibility of State Records

Goal: Maintain robust public access to state records by ensuring documents are accurately digitized, uploaded, and maintained in the public records portal in a timely manner, supporting transparency and accessibility.

Objective/Activity: Scan, index, and upload records to the public records portal accurately and promptly, ensuring documents are complete, searchable, and available in accordance with office procedures.

Legislative Acts

Goal: Inform various state agencies of new joint resolutions and constitutional amendments and maintain legislative records filed within the office.

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, joint resolutions, enacted legislation bound into books, and hold legislative documentation within the office.

PERFORMANCE MEASURES

2025 AND 2026 GOALS

Prog. No.	Performance Measure	Goal 2025	Actual 2025	Goal 2026	Actual 2026
1.	Authentications/apostilles affixed.	14,627	15,421	14,627	18,051

Note: Based on state fiscal year.

2027, 2028 AND 2029 GOALS

Prog. No.	Performance Measure[1]	Goal 2027	Goal 2028	Goal 2029
1.	Authentications/apostilles affixed.	14,627	14,627	14,627
1.	Expedited Apostille Order Processing Speed.	1-4 business days	1-4 business days	1-4 business days
1.	Standard Apostille Order Processing Speed.	7-10 business days	7-10 business days	7-10 business days

Note: Based on state fiscal year.

[1]Performance measures and goals have been revised for the 2027-29 biennium.

OFFICE OF THE SECRETARY OF STATE ORGANIZATION CHART

Secretary of State
Sarah Godlewski
(1.00 FTE)

Government Records Division
Records Forms Management
Specialist-Advanced
(1.00 FTE)

As of 9/15/2026

Agency Total by Fund Source

		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	$320,773	$329,400	$861,100	$991,300	6.00	6.00	$658,800	$1,852,400	$1,193,600	181.20%
Total		$320,773	$329,400	$861,100	$991,300	6.00	6.00	$658,800	$1,852,400	$1,193,600	181.20%
PR Federal	A	$0	$0	$20,000	$20,000	0.00	0.00	$0	$40,000	$40,000	0.00%
Total		$0	$0	$20,000	$20,000	0.00	0.00	$0	$40,000	$40,000	0.00%
Grand Total		$320,773	$329,400	$881,100	$1,011,300	6.00	6.00	$658,800	$1,892,400	$1,233,600	187.20%

Agency Total by Program

		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											
Non Federal											
PR		**$320,773**	**$329,400**	**$861,100**	**$991,300**	**6.00**	**6.00**	**$658,800**	**$1,852,400**	**$1,193,600**	**181.18%**
	S	$320,773	$329,400	$861,100	$991,300	6.00	6.00	$658,800	$1,852,400	$1,193,600	181.18%
Total - Non Federal		**$320,773**	**$329,400**	**$861,100**	**$991,300**	**6.00**	**6.00**	**$658,800**	**$1,852,400**	**$1,193,600**	**181.18%**
	S	$320,773	$329,400	$861,100	$991,300	6.00	6.00	$658,800	$1,852,400	$1,193,600	181.18%
Federal											
PR		**$0**	**$0**	**$20,000**	**$20,000**	**0.00**	**0.00**	**$0**	**$40,000**	**$40,000**	**0.00%**
	A	$0	$0	$20,000	$20,000	0.00	0.00	$0	$40,000	$40,000	0.00%
Total - Federal		**$0**	**$0**	**$20,000**	**$20,000**	**0.00**	**0.00**	**$0**	**$40,000**	**$40,000**	**0.00%**
	A	$0	$0	$20,000	$20,000	0.00	0.00	$0	$40,000	$40,000	0.00%
PGM 01 Total		**$320,773**	**$329,400**	**$881,100**	**$1,011,300**	**6.00**	**6.00**	**$658,800**	**$1,892,400**	**$1,233,600**	**187.25%**
PR		**$320,773**	**$329,400**	**$881,100**	**$1,011,300**	**6.00**	**6.00**	**$658,800**	**$1,892,400**	**$1,233,600**	**187.25%**
	S	$320,773	$329,400	$861,100	$991,300	6.00	6.00	$658,800	$1,852,400	$1,193,600	181.18%
	A	$0	$0	$20,000	$20,000	0.00	0.00	$0	$40,000	$40,000	0.00%

Agency Total by Program

TOTAL 01	**$320,773**	**$329,400**	**$881,100**	**$1,011,300**	**6.00**	**6.00**	**$658,800**	**$1,892,400**	**$1,233,600**	**187.25%**
A	$0	$0	$20,000	$20,000	0.00	0.00	$0	$40,000	$40,000	0.00%
S	$320,773	$329,400	$861,100	$991,300	6.00	6.00	$658,800	$1,852,400	$1,193,600	181.18%
AGENCY TOTAL	$320,773	$329,400	$881,100	$1,011,300	6.00	6.00	$658,800	$1,892,400	$1,233,600	187.25%

Agency Total by Decision Item

Decision Item	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
2000 Adjusted Base Funding Level	$329,400	$329,400	2.00	2.00
3003 Full Funding of Continuing Position Salaries and Fringe Benefits	$17,300	$17,300	0.00	0.00
4001 Office Operations Staff	$398,000	$492,200	4.00	4.00
4002 Establishment of Federal Funds and Gifts and Grants Appropriations	$40,000	$40,000	0.00	0.00
4004 Office Operations Space	$0	$33,800	0.00	0.00
4005 Supplies and Services Re-estimate	$19,800	$20,200	0.00	0.00
4006 Electronic Modernization System Maintenance Funding	$60,300	$62,100	0.00	0.00
7910 DOA Allocated Central Services	$16,300	$16,300	0.00	0.00
TOTAL	**$881,100**	**$1,011,300**	**6.00**	**6.00**

Program Revenue

Program: 01 - Managing and operating program responsibilities

SubProgram: -

Numeric Appropriation: 30 - General operations

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	**$31,400**	**$32,100**	**$31,700**	**$81,300**
Collected Revenue	$435,700	$384,300	$412,300	$442,500
Transfer In [s. 20.144 (1) (g)]	$150,000	$150,000	$475,000	$500,000
Lapse [s. 20.575 (1) (g)]	($264,200)	($217,900)	$0	$0
Total Revenue	**$352,900**	**$348,500**	**$919,000**	**$1,023,800**
Expenditures	**$320,800**	**$316,800**	**$0**	**$0**
2000 Adjusted Base Funding Level	$0	$0	$326,000	$326,000
3003 Full Funding of Continuing Position Salaries and Fringe Benefits	$0	$0	$17,300	$17,300
4001 Office Operations Staff	$0	$0	$398,000	$492,200
4004 Office Operations Space	$0	$0	$0	$33,800
4005 Supplies and Services Re-estimate	$0	$0	$19,800	$20,200
4006 Electronic Modernization System Maintenance Funding	$0	$0	$60,300	$62,100
7910 DOA Allocated Central Services	$0	$0	$16,300	$16,300
Estimated Adjustment to Base Exp Authority	$0	$0	($8,700)	($16,700)
Compensation Reserve	$0	$0	$3,900	$7,900
Health Insurance Reserves	$0	$0	$4,800	$8,800
Wisconsin Retirement System	$0	$0	$0	$0
Total Expenditures	**$320,800**	**$316,800**	**$837,700**	**$967,900**
Closing Balance	**$32,100**	**$31,700**	**$81,300**	**$55,900**

Program Revenue

Program: 01 - Managing and operating program responsibilities

SubProgram: -

Numeric Appropriation: 32 - Gifts, grants, and bequests

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	$0	$0	$0	$0
Total Revenue	$0	$0	$0	$0
Expenditures	$0	$0	$0	$0
Total Expenditures	$0	$0	$0	$0
Closing Balance	$0	$0	$0	$0

Program Revenue

Program: 01 - Managing and operating program responsibilities

SubProgram: -

Numeric Appropriation: 35 - Program fees

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	**$5,000**	**$5,300**	**$1,900**	**$0**
Collected Revenue	$300	$0	$1,500	$3,400
Total Revenue	**$5,300**	**$5,300**	**$3,400**	**$3,400**
Expenditures	**$0**	**$3,400**	**$0**	**$0**
2000 Adjusted Base Funding Level	$0	$0	$3,400	$3,400
Total Expenditures	**$0**	**$3,400**	**$3,400**	**$3,400**
Closing Balance	**$5,300**	**$1,900**	**$0**	**$0**

Program Revenue

Program: 01 - Managing and operating program responsibilities

SubProgram: -

Numeric Appropriation: 40 - Federal aid

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	$0	$0	$0	$0
Total Revenue	$0	$0	$0	$0
Expenditures	$0	$0	$0	$0
Total Expenditures	$0	$0	$0	$0
Closing Balance	$0	$0	$0	$0

Decision Item (DIN): 2000 - Adjusted Base Funding Level

NARRATIVE

Adjusted Base Funding Level

Decision Item by Line

Decision Item (DIN): 2000 - Adjusted Base Funding Level

Line Number	Expenditure Items	1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	$162,300	$162,300
02	Turnover	$0	$0
03	Project Position Salaries	$0	$0
04	LTE/Misc. Salaries	$35,400	$35,400
05	Fringe Benefits	$83,000	$83,000
06	Supplies and Services	$46,900	$46,900
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
17	**TOTAL**	**$329,400**	**$329,400**
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	1.00	1.00
20	Unclassified Positions Authorized	1.00	1.00

Decision Item by Numeric

Program: 01 - Managing and operating program responsibilities

Decision Item (DIN): 2000 - Adjusted Base Funding Level

Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
30 - General operations	$326,000	$326,000	2.00	2.00
35 - Program fees	$3,400	$3,400	0.00	0.00
Program Sub Total	**$329,400**	**$329,400**	**2.00**	**2.00**
DIN 2000 - Adjusted Base Funding Level Total	**$329,400**	**$329,400**	**2.00**	**2.00**
Agency Total	**$329,400**	**$329,400**	**2.00**	**2.00**

Decision Item by Fund Source

Decision Item (DIN): 2000 - Adjusted Base Funding Level

Source of Funds	Type	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
PR	S	$329,400	$329,400	2.00	2.00
DIN 2000 - Adjusted Base Funding Level Total		**$329,400**	**$329,400**	**2.00**	**2.00**
Agency Total		**$329,400**	**$329,400**	**2.00**	**2.00**

Decision Item (DIN): 3003 - 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

Decision Item (DIN): 3003 - Full Funding of Continuing Position Salaries and Fringe Benefits

Line Number	Expenditure Items	1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	$5,000	$5,000
02	Turnover	$0	$0
03	Project Position Salaries	$0	$0
04	LTE/Misc. Salaries	$0	$0
05	Fringe Benefits	$12,300	$12,300
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
17	**TOTAL**	**$17,300**	**$17,300**
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

Program: 01 - Managing and operating program responsibilities

Decision Item (DIN): 3003 - Full Funding of Continuing Position Salaries and Fringe Benefits

Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
30 - General operations	$17,300	$17,300	0.00	0.00
Program Sub Total	**$17,300**	**$17,300**	**0.00**	**0.00**
DIN 3003 - Full Funding of Continuing Position Salaries and Fringe Benefits Total	**$17,300**	**$17,300**	**0.00**	**0.00**
Agency Total	**$17,300**	**$17,300**	**0.00**	**0.00**

Decision Item by Fund Source

Decision Item (DIN): 3003 - Full Funding of Continuing Position Salaries and Fringe Benefits

Source of Funds	Type	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
PR	S	$17,300	$17,300	0.00	0.00
DIN 3003 - Full Funding of Continuing Position Salaries and Fringe Benefits Total		**$17,300**	**$17,300**	**0.00**	**0.00**
Agency Total		**$17,300**	**$17,300**	**0.00**	**0.00**

Decision Item (DIN): 4001 - Office Operations Staff

NARRATIVE

The Office of the Secretary of State (or Office) requests ongoing position authority for 4.00 FTE PR-S permanent unclassified positions for the Office to perform duties assigned to it by law under Wisconsin State Statutes and the Wisconsin Constitution. The positions are requested to be funded under s. 20.575 (1) (g), Wis. Stats., Program Fees, appropriation numeric 13000, in the amounts of $398,000 PR-S in FY 2027-28 and $492,200 PR-S in FY 2028-29. Numeric 13000's structure to fund and support this request is as prescribed under Decision Item Narrative 4003.

The Office requests 2.00 FTE PR-S unclassified permanent Records Form Management Specialists to perform apostille and authentication services and other office operations to address the Office's statutory responsibilities. The Office requests a 1.00 FTE PR-S permanent unclassified Records Program Associate position to work on archiving existing documents and, with the Office's modernized systems, to archive future documents kept by the Office. The Office requests a 1.00 FTE PR-S permanent unclassified Policy Initiatives Advisor - Administrative position to serve as a lead on specific projects and priorities identified by the Secretary, translating priorities into actionable plans, tracking progress on key initiatives and ensuring deadlines are met by identifying obstacles and coordinating solutions across the team. The Policy Initiatives Advisor would serve as a resource for staff-specific priorities to be accomplished and liaise with other state agencies to address a broad range of issues with the potential to impact all of state government.

The Office has been challenged to maintain critical work functions with its resources of only 2.00 FTE PR-S permanent positions (the Secretary of State and Records Form Management Specialist), LTE support appropriated at $35,400 PR-S annually, and a supplies and services budget of $45,300 PR-S, all under numeric 13000.

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. 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.

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 17,000 apostille and authentication cases each year, most of which are paid for with cash, check, or money order, resulting in thousands of manual transactions each year.

The Office is also required to make public records available and to comply with the Wisconsin Open Records Law. 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 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, as a practical matter, also need to be in-person and to spend a considerable amount of their limited time on processing authentications and apostilles.

The 2.00 FTE 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 Form 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 1.00 FTE Records Program Associate position would be tasked with working to address the archival records requirements of the Office. This position would lead the intake, process, digitization, and publishing of documents within the modernized service portal. The position would audit and examine custodial records both in the Office and in storage at the State Records Center. 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 accessible public inspection.

The 1.00 FTE Policy Initiatives Advisor position would serve as a liaison between the Secretary and staff, stakeholders, and external partners. The role will assist in communicating organizational priorities and action items, and track milestones, budget documentation, office communications, and deliverables. This is a role that is needed in order to manage and maintain the services provided. The role will support the Office in meeting its current and essential responsibilities.

Decision Item by Line

Decision Item (DIN): 4001 - Office Operations Staff

Line Number	Expenditure Items	1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	$212,500	$283,400
02	Turnover	$0	$0
03	Project Position Salaries	$0	$0
04	LTE/Misc. Salaries	$0	$0
05	Fringe Benefits	$117,500	$156,800
06	Supplies and Services	$52,000	$52,000
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	$16,000	$0
12	Debt service	$0	$0
13		$0	$0
14		$0	$0
15		$0	$0
16		$0	$0
17	**TOTAL**	**$398,000**	**$492,200**
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00
20	Unclassified Positions Authorized	4.00	4.00

Decision Item by Numeric

Program: 01 - Managing and operating program responsibilities

Decision Item (DIN): 4001 - Office Operations Staff

Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
30 - General operations	$398,000	$492,200	4.00	4.00
Program Sub Total	**$398,000**	**$492,200**	**4.00**	**4.00**
DIN 4001 - Office Operations Staff Total	**$398,000**	**$492,200**	**4.00**	**4.00**
Agency Total	**$398,000**	**$492,200**	**4.00**	**4.00**

Decision Item by Fund Source

Decision Item (DIN): 4001 - Office Operations Staff

Source of Funds	Type	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
PR	S	$398,000	$492,200	4.00	4.00
DIN 4001 - Office Operations Staff Total		**$398,000**	**$492,200**	**4.00**	**4.00**
Agency Total		**$398,000**	**$492,200**	**4.00**	**4.00**

Decision Item (DIN): 4002 - Establishment of Federal Funds 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 new appropriations will allow for the Office to receive gifts, grants and bequests, as well as federal funds, to mirror the ability of other state agencies that currently have such appropriations and to expand its revenue support opportunities.

STATUTORY LANGUAGE

Topic: Alternative Revenue Sources

Proposed New Language for Appropriation Establishment:

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.

Justification:

The new appropriations requested to be established expand opportunities for the Office to fund its operations with fund sources otherwise unavailable to the Office due to having no way to accept gifts, grants, and bequests, and federal funds. The appropriations are requested for establishment with $20,000 of ongoing expenditure authority per appropriation. Any revenue received would be used for the Office's operations as part of the Office's administrative and statutory responsibilities.

Desired Effective Date: Upon enactment

Decision Item by Line

Decision Item (DIN): 4002 - Establishment of Federal Funds and Gifts and Grants Appropriations

Line Number	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	$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
17	**TOTAL**	**$40,000**	**$40,000**
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

Program: 01 - Managing and operating program responsibilities

Decision Item (DIN): 4002 - Establishment of Federal Funds and Gifts and Grants Appropriations

Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
32 - Gifts, grants, and bequests	$20,000	$20,000	0.00	0.00
40 - Federal aid	$20,000	$20,000	0.00	0.00
Program Sub Total	**$40,000**	**$40,000**	**0.00**	**0.00**
DIN 4002 - Establishment of Federal Funds and Gifts and Grants Appropriations Total	**$40,000**	**$40,000**	**0.00**	**0.00**
Agency Total	**$40,000**	**$40,000**	**0.00**	**0.00**

Decision Item by Fund Source

Decision Item (DIN): 4002 - Establishment of Federal Funds and Gifts and Grants Appropriations

Source of Funds	Type	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
PR	S	$20,000	$20,000	0.00	0.00
PR Federal	A	$20,000	$20,000	0.00	0.00
DIN 4002 - Establishment of Federal Funds and Gifts and Grants Appropriations Total		**$40,000**	**$40,000**	**0.00**	**0.00**
Agency Total		**$40,000**	**$40,000**	**0.00**	**0.00**

Decision Item (DIN): 4003 - Program Fees Appropriation Structure

NARRATIVE

The Office is requesting to modify its Program Fees appropriation under s. 20.575 (1) (g), Wis. Stats., appropriation numeric 13000, from its current annual appropriation type to a continuing structure, to remove the 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.

For example, due to the required lapse structure, while the Office collected approximately $435,700 in fees from authentication and apostille services and $150,000 from its annual statutorily defined transfer from DFI (s. 20.144 (1) (g), Wis. Stats.), $264,200 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 by each fiscal year end, would be retained and could be 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. Replacing appropriation numeric 13000's annual structure with a continuing structure and removing the lapse requirement would more properly align this office with its business and function and allow customer needs to be met in accordance with its increasing volume of work.

In addition, the resources requested in other decision items within this request require increased revenue support. The requested continuing appropriation structure would allow the revenues collected from Office services to support in part 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 to the Office under s. 20.144 (1) (g), Wis. Stats., from $150,000 to $475,000 in FY 2027-28 and $500,000 in FY 2028-29 and thereafter.

STATUTORY LANGUAGE

Topic: Revenue Retention to Improve Service Delivery

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~~ <u>All moneys received</u> 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,~~ <u>In fiscal year 2027-28</u> ~~and~~ $~~150~~<u>475</u>,000 <u>and in fiscal year 2028-29, and annually thereafter, $500,000</u> of the amounts received under this appropriation account shall be transferred to the appropriation account under s. 20.575 (1) (g).

Justification:

The Office has been constrained in recent years by limited staffing resources and budget authority, making their role in many vital State and international functions more difficult to accomplish in a timely manner. Allowing the Office to retain their revenue instead of lapsing it annually in conjunction with the increased DFI transfer requested enables the Office to fund the positions and additional supplies and services expenditure authority requested by the Office in other decision items in the FY2027-29 budget.

Desired Effective Date: Upon enactment

Decision Item by Line

Decision Item (DIN): 4003 - Program Fees Appropriation Structure

Line Number	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	$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
17	**TOTAL**	**$0**	**$0**
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 (DIN): 4004 - Office Operations Space

NARRATIVE

The Office is requesting additional ongoing, annual expenditure authority of $18,800 PR-S beginning in FY 2028-29 and one-time amount of $15,000 PR-S under s. 20.575 (1) (g), Wis. Stats., Program Fees, appropriation numeric 13000, also in the second year of the biennium, 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 Number 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 requires a space both that meets its business and statutory records function needs and that is also secure due to the handling of cash and sensitive documents. 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 at $18,800 PR-S for the annual ongoing rent expense of the Office beginning in FY 2028-29 based on 675 square feet total at 225 square feet per staff member and the current State Building Commission approved Class A state space rate.

The one-time expense of $15,000 PR-S associated with the Office move in FY 2028-29 assumes FY 2027-28 would be utilized to locate an appropriate space to accept customers and operate and to organize for the move.

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

Decision Item by Line

Decision Item (DIN): 4004 - Office Operations Space

Line Number	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	$0	$18,800
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
17	**TOTAL**	**$0**	**$33,800**
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

Program: 01 - Managing and operating program responsibilities

Decision Item (DIN): 4004 - Office Operations Space

Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
30 - General operations	$0	$33,800	0.00	0.00
Program Sub Total	**$0**	**$33,800**	**0.00**	**0.00**
DIN 4004 - Office Operations Space Total	**$0**	**$33,800**	**0.00**	**0.00**
Agency Total	**$0**	**$33,800**	**0.00**	**0.00**

Decision Item by Fund Source

Decision Item (DIN): 4004 - Office Operations Space

Source of Funds	Type	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
PR	S	$0	$33,800	0.00	0.00
DIN 4004 - Office Operations Space Total		**$0**	**$33,800**	**0.00**	**0.00**
Agency Total		**$0**	**$33,800**	**0.00**	**0.00**

Decision Item (DIN): 4005 - Supplies and Services Re-estimate

NARRATIVE

The Office requests to re-estimate its supplies and services expenditure authority with an increase of $19,800 PR-S in FY 2027-28 and $20,200 PR-S in FY 2028-29 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; and membership dues for and staff participation in the annual National Association of Secretaries of State (NASS) conference, of which Wisconsin is currently one of a few states that is not a paying member (and thus does not receive full benefits of membership).

The requested amount would be used for the Office of the Secretary of State to be able to continue performing 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

Decision Item (DIN): 4005 - Supplies and Services Re-estimate

Line Number	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	$19,800	$20,200
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	**TOTAL**	**$19,800**	**$20,200**
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

Program: 01 - Managing and operating program responsibilities

Decision Item (DIN): 4005 - Supplies and Services Re-estimate

Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
30 - General operations	$19,800	$20,200	0.00	0.00
Program Sub Total	**$19,800**	**$20,200**	**0.00**	**0.00**
DIN 4005 - Supplies and Services Re-estimate Total	**$19,800**	**$20,200**	**0.00**	**0.00**
Agency Total	**$19,800**	**$20,200**	**0.00**	**0.00**

Decision Item by Fund Source

Decision Item (DIN): 4005 - Supplies and Services Re-estimate

Source of Funds	Type	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
PR	S	$19,800	$20,200	0.00	0.00
DIN 4005 - Supplies and Services Re-estimate Total		**$19,800**	**$20,200**	**0.00**	**0.00**
Agency Total		**$19,800**	**$20,200**	**0.00**	**0.00**

Decision Item (DIN): 4006 - Electronic Modernization System Maintenance Funding

NARRATIVE

The Office of the Secretary of State (or Office) requests an increase in ongoing expenditure authority of $122,400 in the 2027-29 biennium for amounts needed to fund the annual maintenance of the Office's electronic apostille and authentication services portal. The portal was constructed by Tyler Technologies using American Rescue Plan Act (ARPA) federal funds, which funds were allocated to the Office to help modernize services rendered to public stakeholders and improve government service delivery. The cost of the maintenance necessary to uphold the e-system is subject to a 3% annual escalator per the contractual agreement with Tyler Technologies, and the ongoing costs of the e-system are not absorbable under the Office's currently allocated expenditure authority. Numeric 13000's structure to fund and support this request is as prescribed under Decision Item Narrative 4003.

Prior to the introduction of the new system, the Office processed approximately 15,421 Apostilles and Authentications during Fiscal Year 2024-25. In Fiscal Year 2025-26, following the implementation and optimization of online services, the Office processed approximately 19,026 Apostilles and Authentications, a 23% increase. The modernized system has delivered significant benefits for both individuals and businesses by improving efficiency, accessibility, and service delivery. Business customers include Trek Bicycle Corporation, GE HealthCare, and Promega. In addition, the system has enhanced transparency by providing the public with access to more than 90,000 digitized records. The modernized system allows for the public to view and request records. It also allows staff to process requests efficiently and securely.

Should the system not be funded, it would no longer be able to be utilized by Wisconsin citizens, business entities, or Office staff, causing work stoppage issues and delays, as processes developed with the modernized system support would need to be adjusted and potentially revert to their previous state. There would also potentially be issues as far as accessing documents and processing payments for apostille and authentication services submitted by stakeholders that would require immediate and costly action by both Office staff and Department of Administration (DOA) staff supporting the Office.

Decision Item by Line

Decision Item (DIN): 4006 - Electronic Modernization System Maintenance Funding

Line Number	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	$60,300	$62,100
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
17	**TOTAL**	**$60,300**	**$62,100**
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

Program: 01 - Managing and operating program responsibilities

Decision Item (DIN): 4006 - Electronic Modernization System Maintenance Funding

Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
30 - General operations	$60,300	$62,100	0.00	0.00
Program Sub Total	**$60,300**	**$62,100**	**0.00**	**0.00**
DIN 4006 - Electronic Modernization System Maintenance Funding Total	**$60,300**	**$62,100**	**0.00**	**0.00**
Agency Total	**$60,300**	**$62,100**	**0.00**	**0.00**

Decision Item by Fund Source

Decision Item (DIN): 4006 - Electronic Modernization System Maintenance Funding

Source of Funds	Type	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
PR	S	$60,300	$62,100	0.00	0.00
DIN 4006 - Electronic Modernization System Maintenance Funding Total		**$60,300**	**$62,100**	**0.00**	**0.00**
Agency Total		**$60,300**	**$62,100**	**0.00**	**0.00**

Decision Item (DIN): 4007 - Statutory Language Modification

NARRATIVE

The Office requests various statutory language changes to establish references to apostille and authentication services in the office's statutory fee schedule and to define the provision of apostille and authentication services as a duty of the office and modifying current law to define the office as the exclusive provider of authentication services in Wisconsin.

STATUTORY LANGUAGE

Topic: Definition of Secretary of State Apostille and Authentication Business Services

Current Language:

14.38 Secretary of state, duties.

(9) *Furnish certified copies; fees.* Make a copy of any law, resolution, deed, bond, record, document or paper deposited or kept in his or her office, upon request therefor, attach thereto his or her certificate, with the greater or lesser seal affixed, and collect therefor 50 cents per page and $5 for such certificate; if a copy is not to be certified and if the reproduction is performed by the office of the secretary of state, then collect a fee to cover the actual and necessary cost of reproduction and actual and necessary cost of transcription required to produce the copy or $2, whichever is greater; also to record any document authorized or required by law to be recorded in his or her office, and to charge therefor a fee of $1 per page. The fee for certified copies and for certificates as to results of searches of the records and files of his or her office, when a printed form is used, shall be $5, but when a specially prepared form is required the fee shall be $10. Telegraphic reports as to results of record searches shall be $5 plus the cost of the telegram. The secretary of state shall charge and collect for preparing any record or certificate under this subsection in an expeditious manner, an expedited service fee of $25 in addition to the fee otherwise required under this subsection.

Proposed New Language:

14.38 Secretary of state, duties.

(9) *Furnish certified copies; fees.* Make a copy of any law, resolution, deed, bond, record, document or paper deposited or kept in his or her office, upon request therefor, attach thereto his or her certificate, with the greater or lesser seal affixed, and collect therefor 50 cents per page and $5 for such certificate; if a copy is not to be certified and if the reproduction is performed by the office of the secretary of state, then collect a fee to cover the actual and necessary cost of reproduction and actual and necessary cost of transcription required to produce the copy or $2, whichever is greater; also to record any document authorized or required by law to be recorded in his or her office, and to charge therefor a fee of $1 per page. The fee for certified copies and for certificates as to results of searches of the records and files of his or her office, when a printed form is used, shall be $5, but when an apostille or other specially prepared form is required the fee shall be $10. Telegraphic reports as to results of record searches shall be $5 plus the cost of the telegram. The secretary of state shall charge and collect for preparing any record or certificate under this subsection in an expeditious manner, an expedited service fee of $25 in addition to the fee otherwise required under this subsection.

(12)*Affix great seal; authentications.* Perform authentication services as the exclusive provider of such services and affix the great seal to such authentications in the manner necessary to perform such services.

(13)*Affix great seal or lesser seal; apostilles.* Perform apostille services and affix the great or lesser seal to such apostilles in the manner necessary to perform such services.

Justification:

The Office performs authentication and apostille services per their constitutionally defined duties under s. 14.38, Wis. Stats., for stakeholders, which are primarily Wisconsin businesses and families. Apostille and authentication services are primarily used for Wisconsin businesses operating overseas, Wisconsin families adopting overseas, transfer of education documents for Wisconsin students, and repatriation of human remains to their home country. The authentication and apostille services are not readily attributed to the Office as one of its functions, as they are not explicitly stated and defined, which often creates confusion for stakeholders requiring the services. At present, the Department of Financial Institutions (DFI) is performing apostille services to a much smaller degree than the Office and is unable to perform authentication services due to the Secretary of State being the constitutional holder of the Great Seal, which is necessary to do so and is the competent authority for issuance by the State Department, creating further confusion for stakeholders. Apostilles and authentications are the top priority and concern for Office operations given their time-sensitive nature.

Apostilles and authentications require a substantial amount of staff time and prevent the Office's currently limited authorized staff from addressing other tasks in the capacity needed, such as the digitizing of records and documents also required of the Office under s. 14.38, Wis. Stats.

Authentications and apostilles are the only source of program revenue under s. 20.575 (1) (g), Wis. Stats., *Program fees*, numeric appropriation 13000, creating ambiguity statutorily as to how Office operations are funded. Explicitly stating the role of the Secretary of State in performing apostille and authentication services would provide transparency to both stakeholders and the Office function itself.

Desired Effective Date: Upon enactment

Decision Item by Line

Decision Item (DIN): 4007 - Statutory Language Modification

Line Number	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	$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
17	**TOTAL**	**$0**	**$0**
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 (DIN): 7910 - DOA Allocated Central Services

NARRATIVE

The Office of the Secretary of State requests ongoing expenditure authority under the supplies and services allotment line of s. 20.575 (1) (g), Wis. Stats., Program Fees, appropriation numeric 13000, in an amount equal to the increase in DOA Allocated Central Services assessments between fiscal years 2022-23 and 2024-25 in accordance with the State Budget Office's Major Budget Policies for the 2027-29 biennial budget. The growth in these types of expenditures is primarily due to inflation and general wage adjustments, both of which represent non-discretionary costs beyond agency control. While the Office of the Secretary of State has had to absorb these costs within its existing budget constraints, the requested authority will provide greater capacity and ensure these rising fixed operational expenses do not affect core program delivery.

Decision Item by Line

Decision Item (DIN): 7910 - DOA Allocated Central Services

Line Number	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	$16,300	$16,300
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	**TOTAL**	**$16,300**	**$16,300**
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

Program: 01 - Managing and operating program responsibilities

Decision Item (DIN): 7910 - DOA Allocated Central Services

Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
30 - General operations	$16,300	$16,300	0.00	0.00
Program Sub Total	**$16,300**	**$16,300**	**0.00**	**0.00**
DIN 7910 - DOA Allocated Central Services Total	**$16,300**	**$16,300**	**0.00**	**0.00**
Agency Total	**$16,300**	**$16,300**	**0.00**	**0.00**

Decision Item by Fund Source

Decision Item (DIN): 7910 - DOA Allocated Central Services

Source of Funds	Type	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
PR	S	$16,300	$16,300	0.00	0.00
DIN 7910 - DOA Allocated Central Services Total		**$16,300**	**$16,300**	**0.00**	**0.00**
Agency Total		**$16,300**	**$16,300**	**0.00**	**0.00**

ACT 201

Proposal under s. 16.42(4)(b): **0% change in each fiscal year**
FY: **FY28 & 29**
Agency: **SOS - 575**

Exclude: Federal
Debt Service

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

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

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

IF YOUR AGENCY PLANS TO TAKE THE SAME CUTS OVER BOTH YEARS, YOU SHOULD ONLY FILL OUT ONE GRID FOR 0% GROWTH AND ONE GRID FOR 5% REDUCTION, THEN CHANGE "FY28" TO "FY28 AND 29".

	Appropriation		Fund			(See Note 1) 0% Change	Proposed Budget 2027-28		Item	Change from Adj Base		(See Note 2) Remove SBAs		Change from Adj Base after Removal of SBAs	
Agency	Alpha	Numeric	Source	$	FTE	Target	Proposed $	Proposed FTE	Ref	$	FTE	$	FTE	$	FTE
575	**1g**	130	PR	$326,000.00	2.00	$0	$343,300	2.00	1	$17,300	0.00	($17,300)	0.00	$0	0.00
575	**1ka**	135	PR	$3,400.00	0.00	$0	$3,400	0.00		$0	0.00	$0	0.00	$0	0.00
Totals				**$329,400.00**	**2.00**	**$0**	**$346,700**	**2.00**		**$17,300**	**0.00**	**($17,300)**	**0.00**	**$0**	**0.00**

Note 1: Reduction target must be met within state operations appropriations, but may be allocated across those appropriations and fund sources.
Note 2: Amounts should be SBAs (DINs 3001 - 3011) from agency request multiplied by -1.

Target Reduction = $0

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

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

1 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.

ACT 201

Proposal under s. 16.42(4)(b): **5% change in each fiscal year**
FY: **FY28 & 29**
Agency: **SOS - 575**

Exclude: Federal
Debt Service

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

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

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

IF YOUR AGENCY PLANS TO TAKE THE SAME CUTS OVER BOTH YEARS, YOU SHOULD ONLY FILL OUT ONE GRID FOR 0% GROWTH AND ONE GRID FOR 5% REDUCTION, THEN CHANGE "FY28" TO "FY28 AND 29".

	Appropriation		Fund			(See Note 1) 5% Change	Proposed Budget 2027-28		Item	Change from Adj Base		(See Note 2) Remove SBAs		Change from Adj Base after Removal of SBAs	
Agency	Alpha	Numeric	Source	$	FTE	Target	Proposed $	Proposed FTE	Ref	$	FTE	$	FTE	$	FTE
575	**1g**	130	PR	$326,000.00	2.00	($16,300)	$327,000	2.00	1&2	$1,000	0.00	($17,300)	0.00	($16,300)	0.00
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				**$329,400.00**	**2.00**	**($16,500)**	**$330,200**	**2.00**		**$800**	**0.00**	**($17,300)**	**0.00**	**($16,500)**	**0.00**

Note 1: Reduction target must be met within state operations appropriations, but may be allocated across those appropriations and fund sources.
Note 2: Amounts should be SBAs (DINs 3001 - 3011) from agency request multiplied by -1.

Target Reduction = ($16,500)

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.