

2015 – 2017 BIENNIAL BUDGET

OFFICE OF THE SECRETARY OF STATE

September 2014

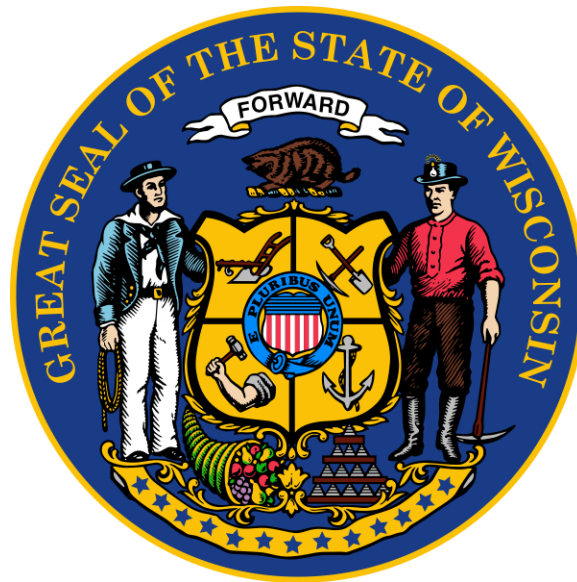


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DOUGLAS LA FOLLETTE



**SECRETARY OF STATE
WISCONSIN**

September 2014

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

Dear Governor Walker:

I am pleased to submit the 2015-17 biennial budget requests from the Office of Secretary of State. This request has been prepared in accordance with your key budget policies for 2015-17. The budget has been carefully developed to advance the Office's efforts to continue to provide the maximum quality customer service while maintaining cost effective practices by effectively utilizing limited personnel, and fiscal and technological resources to administer program responsibilities.

The Office of the Secretary of State has been vigilant in its efforts to maintain performance and responsiveness while holding the line on expenses. This has been accomplished through an on-going commitment to support agency employees in fulfilling the Office's mission by working across disciplines; seeking innovative ways to improve services; keeping abreast of technological advances; and exercising appropriate leadership. Also the office continues to be one of the only State agencies that provides customers immediate telephone access to proficient "live" office staff who are responsive to questions, inquiries, relaying program information and instructions, and redirecting numerous calls to appropriate agencies or resources.

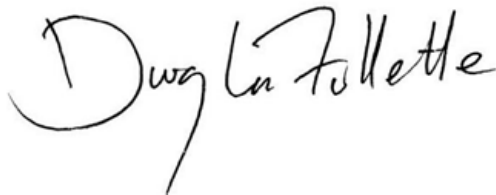
During the 2013-15 budget cycle the Office of the Secretary of State redesigned and renewed the Office website pages to increase user friendliness and quality customer service. The Office developed strategies and creative ideas to realign and redesign office programs, procedures and processes to reinforce the office's essential mission. This included creating databases such as a current county registers of deeds and county clerks filings, gubernatorial appointments and Corporate Boundary filings, as well as, continuing to improve the standard and expedited Apostille/Authentication processes. In addition Office staff efforts and commitment helped ensure the successful implementation and launching of *OpenBook* Wisconsin.

The dedicated effort to continue to preserve essential records, and maintain electronic public access to those records, and to maintain IT systems that meet industry standards and public expectations, on a zero-growth budget, will necessitate ongoing efforts to optimize information technology systems and new processes. The attached budget includes requests to maximize impact, efficiency and effectiveness of available staff and fiscal resources. In addition, to support the aforementioned efforts, the Office of the Secretary of State will continue

to regularly revise and update its website to reflect new systems, policies and the offering of enhanced service and accessibility to online documents for easy customer access.

My staff and I are available to answer questions or to clarify points in this budget request. I thank you and the hardworking people in the Budget Office for your consideration of the items in this budget request.

Sincerely,

A handwritten signature in black ink that reads "Doug La Follette". The signature is written in a cursive style with a large, prominent initial "D".

Doug La Follette
Secretary of State

AGENCY DESCRIPTION

The office is headed by an elected, constitutional officer, and is required by Wisconsin's Constitution to maintain the official acts of the Legislature and Governor, and to keep the Great Seal of the State of Wisconsin and affix it to all official acts of the Governor. In addition, the Secretary of State administers program responsibilities set forth in over 100 sections of the Wisconsin Statutes, issuing authentications and apostilles; recording annexations and charter ordinances of municipalities; publishing legislative acts; recording official acts of the Legislature and the Governor; and filing oaths of office and deeds for state lands and buildings. All of these services are critical to Wisconsin's business, legal and real estate communities, as well as to other members of the public both in and outside the State of Wisconsin.

MISSION

The mission of the office is to provide high-quality, cost-effective service to Wisconsin's citizens, governments, businesses and visitors. The office is committed to effectively utilizing personnel, fiscal and technological resources to administer program responsibilities, and welcomes input from the public it serves in an effort to upgrade services offered. We value our dedicated staff, and seek to provide the tools, resources and supportive working environment to assure continued excellent service.

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: Assure 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 the public of new state laws; inform various state agencies of new joint resolutions and constitutional amendments; and maintain and bind into books.

Objective/Activity: Schedule printing of announcement of new legislation in the State newspaper with in designated time periods of the appropriate text and certificate for publication to notify the public. Provide various state agencies with information and documentation of publications in a timely manner. Maintain a complete log of new state laws, constitutional changes and joint resolutions and have new legislation acts bound into books.

Municipal Records:

Goal: Audit, accept, file and distribute various municipal records including city and village incorporation papers, annexations, detachments, charter ordinances, litigation papers, and corporate boundaries.

Objective/Activity: Maintain a comprehensive and accurate record of municipal records. Ensure the timely and accurate recording and also the appropriate distribution of copies of municipal ordinances and plats affecting the boundaries of cities and villages which ultimately affects amounts of revenue granted to municipalities.

PERFORMANCE MEASURES

2013 AND 2014 GOALS AND ACTUALS

Prog. No.	Performance Measure	Goal 2013	Actual 2013	Goal 2014	Actual 2014
1.	Authentications/apostilles affixed.	17,200	15,204	17,200	15,498

Note: Based on fiscal year.

2015, 2016 AND 2017 GOALS

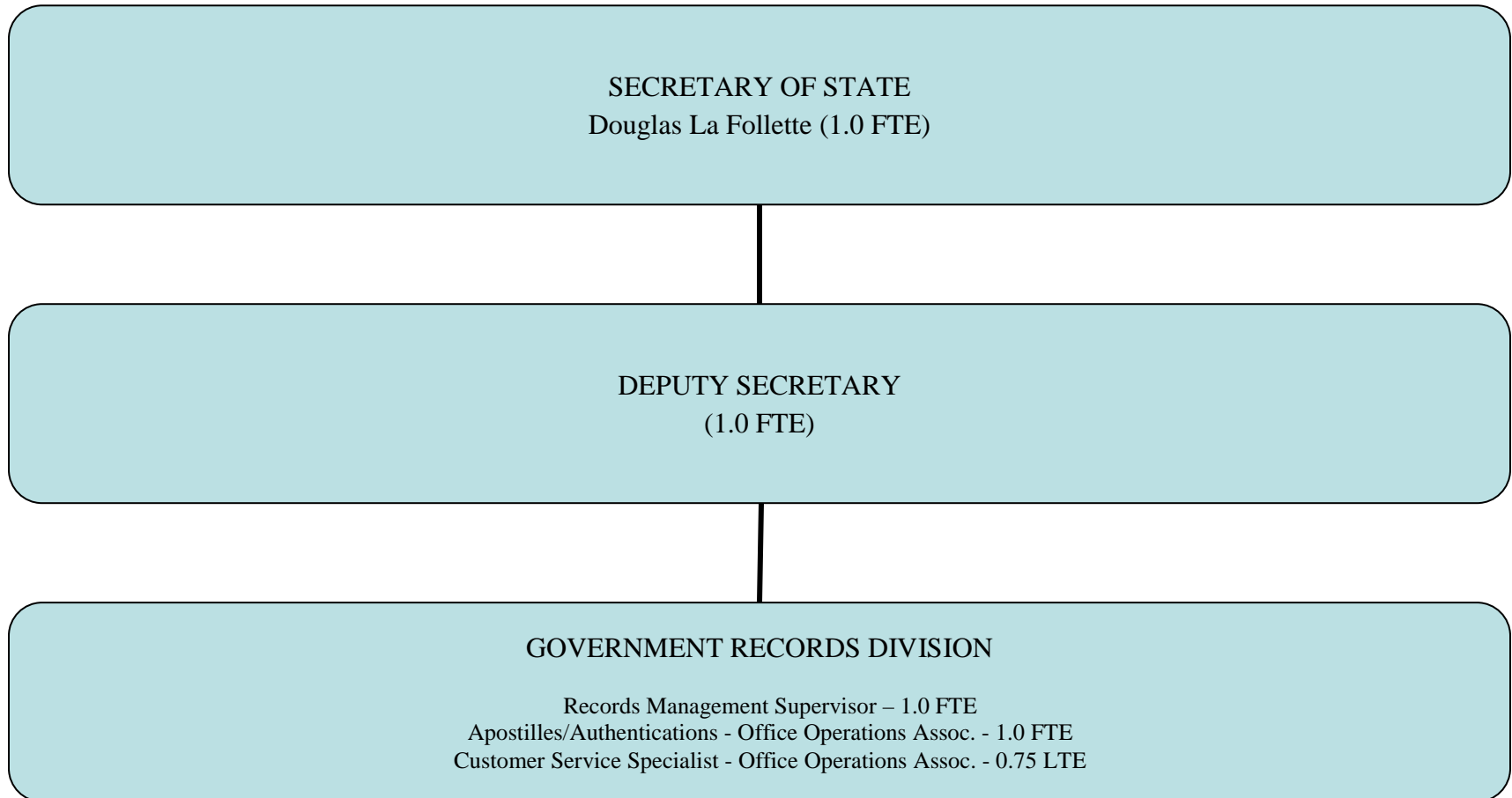
Prog. No.	Performance Measure	Goal 2015	Goal 2016	Goal 2017
1.	Authentications/apostilles affixed. ¹	16,284	16,284	16,284

Note: Based on fiscal year.

¹The projection of goals is difficult because they are based on the number of anticipated filings and there can be significant variation depending on factors such as: changes in the domestic and international economic climates and resultant changes in the volume of international commerce and adoptions. Projected goals have been decreased for authentications/apostilles certificates to reflect the trend observed over the last four years 2011 (18,600), 2012 (15,834), 2013 (15,204) and 2014 (15,498). The anticipated goal is an average of the actual for those four years.

Office of the Secretary of State

FUNCTIONAL ORGANIZATION CHART



Agency Total by Fund Source

Office of the Secretary of State

1517 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	\$464,898	\$513,500	\$538,100	\$539,800	4.00	4.00	\$1,027,000	\$1,077,900	\$50,900	5.0%
Total		\$464,898	\$513,500	\$538,100	\$539,800	4.00	4.00	\$1,027,000	\$1,077,900	\$50,900	5.0%
Grand Total		\$464,898	\$513,500	\$538,100	\$539,800	4.00	4.00	\$1,027,000	\$1,077,900	\$50,900	5.0%

Agency Total by Program

Office of the Secretary of State

1517 Biennial Budget

Source of Funds	ANNUAL SUMMARY						BIENNIAL SUMMARY			
	Prior Year Actual	Adjusted Base	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE	Base Year Doubled (BYD)	Biennial Request	Change From (BYD)	Change From BYD %
01 MANAGING AND OPERATING PROGRAM RESPONSIBILITIES										
Non Federal										
PR	\$464,898	\$513,500	\$538,100	\$539,800	4.00	4.00	\$1,027,000	\$1,077,900	\$50,900	4.96%
S	\$464,898	\$513,500	\$538,100	\$539,800	4.00	4.00	\$1,027,000	\$1,077,900	\$50,900	4.96%
Total - Non Federal	\$464,898	\$513,500	\$538,100	\$539,800	4.00	4.00	\$1,027,000	\$1,077,900	\$50,900	4.96%
S	\$464,898	\$513,500	\$538,100	\$539,800	4.00	4.00	\$1,027,000	\$1,077,900	\$50,900	4.96%
PGM 01 Total	\$464,898	\$513,500	\$538,100	\$539,800	4.00	4.00	\$1,027,000	\$1,077,900	\$50,900	4.96%
PR	\$464,898	\$513,500	\$538,100	\$539,800	4.00	4.00	\$1,027,000	\$1,077,900	\$50,900	4.96%
S	\$464,898	\$513,500	\$538,100	\$539,800	4.00	4.00	\$1,027,000	\$1,077,900	\$50,900	4.96%
TOTAL 01	\$464,898	\$513,500	\$538,100	\$539,800	4.00	4.00	\$1,027,000	\$1,077,900	\$50,900	4.96%
S	\$464,898	\$513,500	\$538,100	\$539,800	4.00	4.00	\$1,027,000	\$1,077,900	\$50,900	4.96%
Agency Total	\$464,898	\$513,500	\$538,100	\$539,800	4.00	4.00	\$1,027,000	\$1,077,900	\$50,900	4.96%

Agency Total by Decision Item

Office of the Secretary of State

1517 Biennial Budget

Decision Item	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
2000 Adjusted Base Funding Level	\$513,500	\$513,500	4.00	4.00
3003 Full Funding of Continuing Position Salaries and Fringe Benefits	\$25,300	\$25,300	0.00	0.00
3010 Full Funding of Lease and Directed Moves Costs	(\$700)	\$1,000	0.00	0.00
TOTAL	\$538,100	\$539,800	4.00	4.00

GPR Earned

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	575	Secretary of State
PROGRAM	01	Managing and operating program responsibilities
DATE	September 15, 2014	

Revenue	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$0	\$0	\$0	\$0
Required Administrative Lapse	\$51,200	\$51,200	\$51,200	\$0
Required Chapter 20 Lapse	\$63,600	\$6,000	\$0	\$0
Total	\$114,800	\$57,200	\$51,200	\$0

Program Revenue

1517 Biennial Budget

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

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$46,400	\$46,500	\$57,300	\$34,900
Required Administrative Lapse	\$0	(\$51,200)	(\$51,200)	\$0
Departmental Charges for Services	\$465,000	\$573,200	\$573,200	\$573,200
Required Chapter 20 Lapse	\$0	(\$6,000)	\$0	\$0
Total Revenue	\$511,400	\$562,500	\$579,300	\$608,100
Expenditures	\$464,898	\$505,200	\$0	\$0
2000 Adjusted Base Funding Level	\$0	\$0	\$510,100	\$510,100
3003 Full Funding of Continuing Position Salaries and Fringe Benefits	\$0	\$0	\$25,300	\$25,300
3010 Full Funding of Lease and Directed Moves Costs	\$0	\$0	(\$700)	\$1,000
Compensation Reserve	\$0	\$0	\$5,300	\$10,800
Health Insurance Reserves	\$0	\$0	\$4,400	\$8,500
Total Expenditures	\$464,898	\$505,200	\$544,400	\$555,700
Closing Balance	\$46,502	\$57,300	\$34,900	\$52,400

Program Revenue

1517 Biennial Budget

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

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$36,100	\$36,700	\$36,700	\$36,700
Payments for Copies	\$600	\$600	\$600	\$600
Total Revenue	\$36,700	\$37,300	\$37,300	\$37,300
Expenditures	\$0	\$600	\$0	\$0
2000 Adjusted Base Funding Level	\$0	\$0	\$3,400	\$3,400
Adjustment for Expenditures Lower than Base	\$0	\$0	(\$2,800)	(\$2,800)
Total Expenditures	\$0	\$600	\$600	\$600
<u>Closing Balance</u>	\$36,700	\$36,700	\$36,700	\$36,700

Decision Item (DIN) - 2000

Decision Item (DIN) Title - Adjusted Base Funding Level

NARRATIVE

Adjusted Base Funding Level

Decision Item by Line

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	575	Secretary of State
	CODES	TITLES
DECISION ITEM	2000	Adjusted Base Funding Level

Expenditure items		1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$215,400	\$215,400
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$35,400	\$35,400
05	Fringe Benefits	\$85,700	\$85,700
06	Supplies and Services	\$175,200	\$175,200
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 Cost	\$513,500	\$513,500
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	2.00	2.00
20	Unclassified Positions Authorized	2.00	2.00

Decision Item by Numeric

Secretary of State

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	2000	Adjusted Base Funding Level			
01	Managing and operating program responsibilities				
	30 Program fees	\$510,100	\$510,100	4.00	4.00
	35 Agency collections	\$3,400	\$3,400	0.00	0.00
	Managing and operating program responsibilities SubTotal	\$513,500	\$513,500	4.00	4.00
	Adjusted Base Funding Level SubTotal	\$513,500	\$513,500	4.00	4.00
	Agency Total	\$513,500	\$513,500	4.00	4.00

Decision Item by Fund Source

Secretary of State

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	2000	Adjusted Base Funding Level				
	PR	S	\$513,500	\$513,500	4.00	4.00
	Total		\$513,500	\$513,500	4.00	4.00
Agency Total			\$513,500	\$513,500	4.00	4.00

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

1517 Biennial Budget

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

Expenditure items		1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$15,000	\$15,000
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	\$10,300	\$10,300
06	Supplies and Services	\$0	\$0
07	Permanent Property	\$0	\$0
08	Unalloted 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 Cost	\$25,300	\$25,300
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

Secretary of State

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	3003	Full Funding of Continuing Position Salaries and Fringe Benefits			
01	Managing and operating program responsibilities				
	30 Program fees	\$25,300	\$25,300	0.00	0.00
	Managing and operating program responsibilities SubTotal	\$25,300	\$25,300	0.00	0.00
	Full Funding of Continuing Position Salaries and Fringe Benefits SubTotal	\$25,300	\$25,300	0.00	0.00
	Agency Total	\$25,300	\$25,300	0.00	0.00

Decision Item by Fund Source

Secretary of State

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	3003	Full Funding of Continuing Position Salaries and Fringe Benefits				
	PR	S	\$25,300	\$25,300	0.00	0.00
	Total		\$25,300	\$25,300	0.00	0.00
Agency Total			\$25,300	\$25,300	0.00	0.00

Decision Item (DIN) - 3010

Decision Item (DIN) Title - Full Funding of Lease and Directed Moves Costs

NARRATIVE

Standard Budget Adjustment - Full Funding of Lease and Directed Moves Costs

Decision Item by Line

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	575	Secretary of State
	CODES	TITLES
DECISION ITEM	3010	Full Funding of Lease and Directed Moves Costs

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	(\$700)	\$1,000
07	Permanent Property	\$0	\$0
08	Unalloted 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 Cost	(\$700)	\$1,000
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

Secretary of State

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	3010	Full Funding of Lease and Directed Moves Costs			
01	Managing and operating program responsibilities				
	30 Program fees	(\$700)	\$1,000	0.00	0.00
	Managing and operating program responsibilities SubTotal	(\$700)	\$1,000	0.00	0.00
	Full Funding of Lease and Directed Moves Costs SubTotal	(\$700)	\$1,000	0.00	0.00
	Agency Total	(\$700)	\$1,000	0.00	0.00

Decision Item by Fund Source

Secretary of State

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	3010	Full Funding of Lease and Directed Moves Costs				
	PR	S	(\$700)	\$1,000	0.00	0.00
	Total		(\$700)	\$1,000	0.00	0.00
Agency Total			(\$700)	\$1,000	0.00	0.00