

# SECRETARY OF STATE

## GOVERNOR'S BUDGET RECOMMENDATIONS

Source of Funds	FY23 Adjusted Base	FY24 Recommended	% Change Over FY23	FY25 Recommended	% Change Over FY24
PR-S	3,400	3,400	0.0	3,400	0.0
PR-O	284,700	481,700	69.2	496,900	3.2
TOTAL	288,100	485,100	68.4	500,300	3.1

## FULL-TIME EQUIVALENT POSITION SUMMARY

Source of Funds	FY23 Adjusted Base	FY24 Recommended	FTE Change Over FY23	FY25 Recommended	FTE Change Over FY24
PR-O	2.00	4.00	2.00	4.00	0.00
TOTAL	2.00	4.00	2.00	4.00	0.00

## AGENCY DESCRIPTION

The office is headed by an elected, constitutional officer, and is required by Wisconsin's Constitution to maintain the official acts of the Legislature and Governor, and to keep the Great Seal of the State of Wisconsin and affix it to all official acts of the Governor. In addition, the Secretary of State administers program responsibilities set forth in Wisconsin Statutes, including issuing authentications and apostilles; recording 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

### 2021 AND 2022 GOALS AND ACTUALS

Prog. No.	Performance Measure	Goal 2021	Actual 2021 <sup>1</sup>	Goal 2022	Actual 2022 <sup>1</sup>
1.	Authentications/apostilles affixed.	14,627	11,227	14,627	11,416

Note: Based on fiscal year.

<sup>1</sup>The decrease in the actual totals is related to the COVID-19 pandemic.

### 2023, 2024 AND 2025 GOALS

Prog. No.	Performance Measure	Goal 2023	Goal 2024	Goal 2025
1.	Authentications/apostilles affixed. <sup>1</sup>	14,627	14,627	14,627

Note: Based on fiscal year.

<sup>1</sup>The projection of goals is difficult due to the COVID-19 pandemic.

## SECRETARY OF STATE

### GOVERNOR'S BUDGET RECOMMENDATIONS

#### RECOMMENDATIONS

1. Additional Resources for the Office
2. Standard Budget Adjustments

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

	ACTUAL FY22	ADJUSTED BASE FY23	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY24	FY25	FY24	FY25
PROGRAM REVENUE (2)	\$280.5	\$288.1	\$492.3	\$507.1	\$485.1	\$500.3
State Operations	280.5	288.1	492.3	507.1	485.1	500.3
TOTALS - ANNUAL	\$280.5	\$288.1	\$492.3	\$507.1	\$485.1	\$500.3
State Operations	280.5	288.1	492.3	507.1	485.1	500.3

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

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

	ADJUSTED BASE FY23	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY24	FY25	FY24	FY25
PROGRAM REVENUE (2)	2.00	4.00	4.00	4.00	4.00
State Operations	2.00	4.00	4.00	4.00	4.00
TOTALS - ANNUAL	2.00	4.00	4.00	4.00	4.00
State Operations	2.00	4.00	4.00	4.00	4.00

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

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

	ACTUAL FY22	ADJUSTED BASE FY23	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY24	FY25	FY24	FY25
1. Managing and operating program responsibilities	\$280.5	\$288.1	\$492.3	\$507.1	\$485.1	\$500.3
<b>TOTALS</b>	\$280.5	\$288.1	\$492.3	\$507.1	\$485.1	\$500.3

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

	ADJUSTED BASE FY23	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY24	FY25	FY24	FY25
1. Managing and operating program responsibilities	2.00	4.00	4.00	4.00	4.00
<b>TOTALS</b>	2.00	4.00	4.00	4.00	4.00

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**1. Additional Resources for the Office**

Source of Funds	Agency Request				Governor's Recommendations			
	FY24 Dollars	Positions	FY25 Dollars	Positions	FY24 Dollars	Positions	FY25 Dollars	Positions
PR-O	210,700	2.00	225,500	2.00	203,500	2.00	218,700	2.00
TOTAL	210,700	2.00	225,500	2.00	203,500	2.00	218,700	2.00

The Governor recommends increasing expenditure and position authority to support a deputy secretary of state position, office operations associate position and one-time financing necessary to move the office to a new location. See Department of Financial Institutions, Item #7.

**2. Standard Budget Adjustments**

Source of Funds	Agency Request				Governor's Recommendations			
	FY24 Dollars	Positions	FY25 Dollars	Positions	FY24 Dollars	Positions	FY25 Dollars	Positions
PR-O	-6,500	0.00	-6,500	0.00	-6,500	0.00	-6,500	0.00
TOTAL	-6,500	0.00	-6,500	0.00	-6,500	0.00	-6,500	0.00

The Governor recommends adjusting the agency's base budget for full funding of continuing position salaries and fringe benefits.