

SECRETARY OF STATE

GOVERNOR'S BUDGET RECOMMENDATIONS

Source of Funds	FY21 Adjusted Base	FY22 Recommended	% Change Over FY21	FY23 Recommended	% Change Over FY22
PR-O	279,600	432,900	54.8	440,800	1.8
PR-S	3,400	3,400	0.0	3,400	0.0
TOTAL	283,000	436,300	54.2	444,200	1.8

FULL-TIME EQUIVALENT POSITION SUMMARY

Source of Funds	FY21 Adjusted Base	FY22 Recommended	FTE Change Over FY21	FY23 Recommended	FTE Change Over FY22
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 both in and outside the State of Wisconsin.

MISSION

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

PROGRAMS, GOALS, OBJECTIVES AND ACTIVITIES

Program 1: Managing and Operating Program Responsibilities

Authentications and Apostilles

Goal: Provide proper authentication of notaries public and other public official signatures/seals to any and all documents requiring such validation promptly and professionally.

Objective/Activity: Maintain a comprehensive database of completed apostilles (as required by the Hague Convention) and authentications, as well as comprehensive records of public officials used for certification. Track and maintain an accurate list of countries requiring certification in an apostille format as determined by international treaty. Remain current on standards and policies for providing this service as set by the Hague Convention and individual countries.

Preservation and Accessibility of State Records

Goal: Ensure that important and historical state records are preserved and electronically available to the public.

Objective/Activity: Continue to explore and integrate new, emerging technologies in order to meet industry standards and public expectations for ease and speed of access to state records.

Legislative Acts

Goal: Inform various state agencies of new joint resolutions and constitutional amendments and maintain and bind the acts into books.

Objective/Activity: Provide various state agencies with information and documentation of publications in a timely manner. Maintain a complete log of new state laws, constitutional changes and joint resolutions and have new legislation acts bound into books.

PERFORMANCE MEASURES

2019 AND 2020 GOALS AND ACTUALS

Prog. No.	Performance Measure	Goal 2019	Actual 2019	Goal 2020	Actual 2020
1.	Authentications/apostilles affixed.	14,627	13,740	14,627	11,636 ¹

Note: Based on fiscal year.

¹The decrease in the amount for 2020 is due to COVID-19.

2021, 2022 AND 2023 GOALS

Prog. No.	Performance Measure	Goal 2021	Goal 2022	Goal 2023
1.	Authentications/apostilles affixed. ¹	14,627	14,627	14,627

Note: Based on fiscal year.

¹The projection of goals is difficult because of COVID-19.

SECRETARY OF STATE

GOVERNOR'S BUDGET RECOMMENDATIONS

RECOMMENDATIONS

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

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

	ACTUAL FY20	ADJUSTED BASE FY21	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY22	FY23	FY22	FY23
PROGRAM REVENUE (2)	\$263.9	\$283.0	\$436.3	\$444.2	\$436.3	\$444.2
State Operations	263.9	283.0	436.3	444.2	436.3	444.2
TOTALS - ANNUAL	\$263.9	\$283.0	\$436.3	\$444.2	\$436.3	\$444.2
State Operations	263.9	283.0	436.3	444.2	436.3	444.2

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

Table 2
Department Position Summary by Funding Source (in FTE positions) (4)

	ADJUSTED BASE FY21	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY22	FY23	FY22	FY23
PROGRAM REVENUE (2)	2.00	4.00	4.00	4.00	4.00
TOTALS - ANNUAL	2.00	4.00	4.00	4.00	4.00

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

(4) All positions are State Operations unless otherwise specified

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

	ACTUAL FY20	ADJUSTED BASE FY21	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY22	FY23	FY22	FY23
1. Managing and operating program responsibilities	\$263.9	\$283.0	\$436.3	\$444.2	\$436.3	\$444.2
TOTALS	\$263.9	\$283.0	\$436.3	\$444.2	\$436.3	\$444.2

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

	ADJUSTED BASE FY21	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY22	FY23	FY22	FY23
1. Managing and operating program responsibilities	2.00	4.00	4.00	4.00	4.00
TOTALS	2.00	4.00	4.00	4.00	4.00

(4) All positions are State Operations unless otherwise specified

1. Additional Resources for the Office

Source of Funds	Agency Request				Governor's Recommendations			
	FY22		FY23		FY22		FY23	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	154,900	2.00	162,800	2.00	154,900	2.00	162,800	2.00
TOTAL	154,900	2.00	162,800	2.00	154,900	2.00	162,800	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 #11.

2. Standard Budget Adjustments

Source of Funds	Agency Request				Governor's Recommendations			
	FY22		FY23		FY22		FY23	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	-1,600	0.00	-1,600	0.00	-1,600	0.00	-1,600	0.00
TOTAL	-1,600	0.00	-1,600	0.00	-1,600	0.00	-1,600	0.00

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

