

SECRETARY OF STATE

GOVERNOR'S BUDGET RECOMMENDATIONS

Source of Funds	FY05 Adjusted Base	FY06 Recommended	% Change Over FY05	FY07 Recommended	% Change Over FY06
PR-O	675,600	772,200	14.3	772,200	0.0
PR-S	4,000	4,000	0.0	4,000	0.0
TOTAL	679,600	776,200	14.2	776,200	0.0

FULL-TIME EQUIVALENT POSITION SUMMARY

Source of Funds	FY05 Adjusted Base	FY06 Recommended	FTE Change From FY05	FY07 Recommended	FTE Change From FY06
PR-O	8.50	8.50	0.00	8.50	0.00
TOTAL	8.50	8.50	0.00	8.50	0.00

AGENCY DESCRIPTION

An elected, constitutional officer heads the office. Wisconsin's Constitution requires the Secretary of State 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, including issuing notary public commissions, issuing notary authentications and apostilles, recording annexations and charter ordinances of municipalities, registering trade names and trademarks, publishing legislative acts, recording official acts of the Legislature and 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 continue providing the services expected by the people in an efficient and professional manner. Traditionally, this office has served the public as thoroughly and responsively as possible.

PROGRAMS, GOALS, OBJECTIVES AND ACTIVITIES

Program 1: Managing and Operating Program Responsibilities

Goal: Register trademarks and trade names within the State of Wisconsin and issue renewal notices in a timely, efficient and professional manner.

Objective/Activity: Make available the necessary forms and information via mail, Web site, facsimile and in person to all wanting to register or renew a trademark or trade name within the State of Wisconsin. In addition, maintain a comprehensive file of all current registered trademarks and trade names in order to provide information to the public as requested, again whether by phone, mail, facsimile or in person.

Goal: Issue four-year and permanent notary public commissions and renewal notices in a timely, efficient and professional manner.

Objective/Activity: Make available the necessary forms and information via mail, Web site, facsimile and in person to all interested in being issued a notary public commission whether four-year, permanent or four-year renewals. Maintain a comprehensive file of all current notaries public for authentication purposes.

Goal: Ensure the office has the ability to affix proper authentication of notary public and other public official signatures/seals to any and all documents needing such service in a timely, efficient and professional manner.

Objective/Activity: Maintain a comprehensive file of all current notaries public, their signatures and their seals in order to affix authentications and/or apostilles on documents submitted to this office. Remain current on standards and guidelines for providing this service as set by the Hague Convention and individual countries.

PERFORMANCE MEASURES

HISTORICAL DATA

Prog. No.	Performance Measure	Actual 2000	Actual 2001	Actual 2002
1.	Trademarks/trade names registered.	2,370	2,476	2,439
1.	Notary public commissions issued.	18,515	18,397	18,766
1.	Authentications/apostilles affixed.	16,132	7,272	18,873

Note: Based on fiscal year.

2003 AND 2004 GOALS AND ACTUALS

Prog. No.	Performance Measure	Goal 2003	Actual 2003	Goal 2004	Actual 2004
1.	Trademarks/trade names registered.	2,500	2,686	2,500	2,746
1.	Notary public commissions issued.	18,800	19,077	18,800	19,448
1.	Authentications/apostilles affixed.	19,400	21,762	19,400	25,279

Note: Based on fiscal year.

2005, 2006 AND 2007 GOALS

Prog. No.	Performance Measure	Goal 2005	Goal 2006	Goal 2007
1.	Trademarks/trade names registered.	2,773	2,801	2,829
1.	Notary public commissions issued.	19,642	19,839	20,037
1.	Authentications/apostilles affixed.	25,532	25,787	26,045

Note: Based on fiscal year.

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GOVERNOR'S BUDGET RECOMMENDATIONS

RECOMMENDATIONS

1. Records Preservation Project
2. Membership Dues
3. Standard Budget Adjustments

ITEMS NOT APPROVED

4. Computer Costs

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

	ACTUAL FY04	ADJUSTED BASE FY05	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY06	FY07	FY06	FY07
PROGRAM REVENUE (2)	\$628.7	\$679.6	\$786.8	\$777.2	\$776.2	\$776.2
State Operations	628.7	679.6	786.8	777.2	776.2	776.2
TOTALS-ANNUAL	628.7	679.6	786.8	777.2	776.2	776.2
State Operations	628.7	679.6	786.8	777.2	776.2	776.2

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

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

	ADJUSTED BASE FY05	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY06	FY07	FY06	FY07
PROGRAM REVENUE (2)	8.50	8.50	8.50	8.50	8.50
TOTALS-ANNUAL	8.50	8.50	8.50	8.50	8.50

(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 FY04	ADJUSTED BASE FY05	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY06	FY07	FY06	FY07
1. Managing and operating program responsibilities	\$628.7	\$679.6	\$786.8	\$777.2	\$776.2	\$776.2
TOTALS	628.7	679.6	786.8	777.2	776.2	776.2

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

	ADJUSTED BASE FY05	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY06	FY07	FY06	FY07
1. Managing and operating program responsibilities	8.50	8.50	8.50	8.50	8.50
TOTALS	8.50	8.50	8.50	8.50	8.50

1. Records Preservation Project

Source of Funds	Agency Request				Governor's Recommendation			
	FY06		FY07		FY06		FY07	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	35,100	1.00	35,100	1.00	35,100	1.00	35,100	1.00
TOTAL	35,100	1.00	35,100	1.00	35,100	1.00	35,100	1.00

The Governor recommends providing a two-year project position and funding to complete the record preservation project started in 1999.

2. Membership Dues

Source of Funds	Agency Request				Governor's Recommendation			
	FY06		FY07		FY06		FY07	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	900	0.00	900	0.00	900	0.00	900	0.00
TOTAL	900	0.00	900	0.00	900	0.00	900	0.00

The Governor recommends providing funding for increased costs of membership in the National Association of Secretaries of State.

3. Standard Budget Adjustments

Source of Funds	Agency Request				Governor's Recommendation			
	FY06		FY07		FY06		FY07	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	60,600	-1.00	60,600	-1.00	60,600	-1.00	60,600	-1.00
TOTAL	60,600	-1.00	60,600	-1.00	60,600	-1.00	60,600	-1.00

The Governor recommends adjusting the agency's base budget for: (a) removal of noncontinuing elements from the base (-\$32,300 and -1.0 FTE position in each year); (b) full funding of continuing position salaries and fringe benefits (\$77,100 in each year); (c) reclassifications and semiautomatic pay progression (\$11,300 in each year); and (d) overtime (\$4,500 in each year).

ITEMS NOT APPROVED

The following requests are not included in the Governor's budget recommendations for the Secretary of State.

Decision Item	Source of Funds	FY06		FY07	
		Dollars	Positions	Dollars	Positions
4. Computer Costs	PR-O	10,600	0.00	1,000	0.00
TOTAL OF ITEMS NOT APPROVED	PR-O	10,600	0.00	1,000	0.00