

SECRETARY OF STATE

GOVERNOR'S BUDGET RECOMMENDATIONS

Source of Funds	FY07 Adjusted Base	FY08 Recommended	% Change Over FY07	FY09 Recommended	% Change Over FY08
PR-O	793,700	759,400	-4.3	759,400	0.0
PR-S	4,000	4,000	0.0	4,000	0.0
TOTAL	797,700	763,400	-4.3	763,400	0.0

FULL-TIME EQUIVALENT POSITION SUMMARY

Source of Funds	FY07 Adjusted Base	FY08 Recommended	FTE Change From FY07	FY09 Recommended	FTE Change From FY08
PR-O	8.50	7.50	-1.00	7.50	0.00
TOTAL	8.50	7.50	-1.00	7.50	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 telephone, 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

2005 AND 2006 GOALS AND ACTUALS

Prog. No.	Performance Measure	Goal 2005	Actual 2005	Goal 2006	Actual 2006
1.	Trademarks/trade names registered.	2,773	2,631	2,801	2,336
1.	Notary public commissions issued.	19,642	19,964	19,839	19,577
1.	Authentications/apostilles affixed.	25,532	26,646	25,787	28,740

Note: Based on fiscal year.

2007, 2008 AND 2009 GOALS

Prog. No.	Performance Measure	Goal 2007	Goal 2008	Goal 2009
1.	Trademarks/trade names registered.	2,350	2,350	2,350
1.	Notary public commissions issued.	19,600	19,600	19,600
1.	Authentications/apostilles affixed.	28,750	28,750	28,750

Note: Based on fiscal year.

SECRETARY OF STATE

GOVERNOR'S BUDGET RECOMMENDATIONS

RECOMMENDATIONS

1. Ongoing Records Preservation Processing
2. Information Technology Infrastructure to Support Business Operations
3. Standard Budget Adjustments

ITEMS NOT APPROVED

4. Increase National Association of Secretaries of State Dues

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

	ACTUAL FY06	ADJUSTED BASE FY07	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY08	FY09	FY08	FY09
PROGRAM REVENUE (2)	\$679.1	\$797.7	\$766.1	\$766.1	\$763.4	\$763.4
State Operations	679.1	797.7	766.1	766.1	763.4	763.4
TOTALS-ANNUAL	679.1	797.7	766.1	766.1	763.4	763.4
State Operations	679.1	797.7	766.1	766.1	763.4	763.4

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

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

	ADJUSTED BASE FY07	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY08	FY09	FY08	FY09
PROGRAM REVENUE (2)	8.50	7.50	7.50	7.50	7.50
TOTALS-ANNUAL	8.50	7.50	7.50	7.50	7.50

(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 FY06	ADJUSTED BASE FY07	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY08	FY09	FY08	FY09
1. Managing and operating program responsibilities	\$679.1	\$797.7	\$766.1	\$766.1	\$763.4	\$763.4
TOTALS	679.1	797.7	766.1	766.1	763.4	763.4

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

	ADJUSTED BASE FY07	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY08	FY09	FY08	FY09
1. Managing and operating program responsibilities	8.50	7.50	7.50	7.50	7.50
TOTALS	8.50	7.50	7.50	7.50	7.50

(4) All positions are State Operations unless otherwise specified

1. Ongoing Records Preservation Processing

Source of Funds	Agency Request				Governor's Recommendation			
	FY08		FY09		FY08		FY09	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	12,800	0.00	12,800	0.00	12,800	0.00	12,800	0.00
TOTAL	12,800	0.00	12,800	0.00	12,800	0.00	12,800	0.00

The Governor recommends providing a 0.5 LTE position to continue the ongoing digital file processing and maintenance.

2. Information Technology Infrastructure to Support Business Operations

Source of Funds	Agency Request				Governor's Recommendation			
	FY08		FY09		FY08		FY09	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	13,500	0.00	13,500	0.00	13,500	0.00	13,500	0.00
TOTAL	13,500	0.00	13,500	0.00	13,500	0.00	13,500	0.00

The Governor recommends providing funding for annual maintenance including regular system updates and upgrades of the office's information technology systems.

3. Standard Budget Adjustments

Source of Funds	Agency Request				Governor's Recommendation			
	FY08		FY09		FY08		FY09	
	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 (-\$79,200 and -1.0 FTE position in each year); (b) full funding of continuing position salaries and fringe benefits (\$12,300 in each year); (c) reclassifications and semiautomatic pay progression (\$1,900 in each year); and (d) overtime (\$4,400 in each year).

ITEMS NOT APPROVED

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

Decision Item	Source of Funds	FY08		FY09	
		Dollars	Positions	Dollars	Positions
4. Increase National Association of Secretaries of State Dues	PR-O	2,700	0.00	2,700	0.00
TOTAL OF ITEMS NOT APPROVED	PR-O	2,700	0.00	2,700	0.00