

SECRETARY OF STATE

GOVERNOR'S BUDGET RECOMMENDATIONS

Source of Funds	FY09 Adjusted Base	FY10 Recommended	% Change Over FY09	FY11 Recommended	% Change Over FY10
PR-O	772,200	778,200	0.8	778,200	0.0
PR-S	4,000	4,000	0.0	4,000	0.0
TOTAL	776,200	782,200	0.8	782,200	0.0

FULL-TIME EQUIVALENT POSITION SUMMARY

Source of Funds	FY09 Adjusted Base	FY10 Recommended	FTE Change From FY09	FY11 Recommended	FTE Change From FY10
PR-O	7.50	7.50	0.00	7.50	0.00
TOTAL	7.50	7.50	0.00	7.50	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 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 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 the public, effectively utilizing personnel, fiscal and technological resources to administer program responsibilities. The office is committed to continuous improvement and welcomes input from the public it serves in an effort to upgrade services offered. We value our dedicated staff, and seek to provide them with the tools, resources and supportive working environment to assure continued excellent service.

PROGRAMS, GOALS, OBJECTIVES, AND ACTIVITIES

Note: Goals, objectives and activities have been modified.

Program 1: Managing and Operating Program Responsibilities

Trademarks/Trade Names

Goal: Register trademarks and trade names within the State of Wisconsin and process renewals and assignments promptly and professionally.

Objective/Activity: Provide necessary forms and information via mail, Internet, fax and in person to all individuals who wish to register or renew a trademark or trade name within the State of Wisconsin. Maintain a comprehensive database of all current registered trademarks and trade names in order to provide information to the public as requested.

Notary Public Commissions

Goal: Issue four-year and permanent notary public commissions and renewal notices promptly and professionally.

Objective/Activity: Provide necessary forms and information via mail, Internet, fax and in person to all individuals seeking a notary public commission whether four-year, permanent or four-year renewals. Maintain comprehensive database of all current notaries public for authentication purposes and public access.

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 all current notaries public, their signatures and their seals in order to provide authentications and/or apostilles on documents as requested. Remain current on standards and policies for providing this service as set by the Hague Convention and individual countries.

Guarantee 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.

PERFORMANCE MEASURES

2007 AND 2008 GOALS AND ACTUALS

Prog. No.	Performance Measure	Goal 2007	Actual 2007	Goal 2008	Actual 2008
1.	Trademarks/trade names registered.	2,350	2,110	2,350	2,299
1.	Notary public commissions issued.	19,600	19,224	19,600	19,056
1.	Authentications/apostilles affixed.	28,750	25,687	28,750	20,521

Note: Based on fiscal year.

2009, 2010 AND 2011 GOALS

Prog. No.	Performance Measure	Goal 2009	Goal 2010	Goal 2011
1.	Trademarks/trade names registered.	2,350	2,300	2,300
1.	Notary public commissions issued.	19,600	19,100	19,100
1.	Authentications/apostilles affixed.	22,000 ¹	21,000	21,000

Note: Based on fiscal year.

¹Based on the number of filings, the projection of goals is difficult. There can be significant variation depending on such factors as the volume of international commerce and adoptions, which are impacted by domestic and international economic climates. The goal for 2009 decreased for authentications/apostilles due to the trend shown above with the 2007 Actual and 2008 Actual figures. An important contributing factor to the decrease in numbers is the changes in foreign country adoption rules.

SECRETARY OF STATE

GOVERNOR'S BUDGET RECOMMENDATIONS

RECOMMENDATIONS

1. Across-the-Board 1 Percent Reductions
2. National Association of Secretaries of State Dues
3. Standard Budget Adjustments

ITEMS NOT APPROVED

4. Electronic Notarization Project

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

	ACTUAL FY08	ADJUSTED BASE FY09	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY10	FY11	FY10	FY11
PROGRAM REVENUE (2)	\$647.5	\$776.2	\$821.5	\$819.0	\$782.2	\$782.2
State Operations	647.5	776.2	821.5	819.0	782.2	782.2
TOTALS-ANNUAL	647.5	776.2	821.5	819.0	782.2	782.2
State Operations	647.5	776.2	821.5	819.0	782.2	782.2

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

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

	ADJUSTED BASE FY09	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY10	FY11	FY10	FY11
PROGRAM REVENUE (2)	7.50	8.00	8.00	7.50	7.50
TOTALS-ANNUAL	7.50	8.00	8.00	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 FY08	ADJUSTED BASE FY09	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY10	FY11	FY10	FY11
1. Managing and operating program responsibilities	\$647.5	\$776.2	\$821.5	\$819.0	\$782.2	\$782.2
TOTALS	647.5	776.2	821.5	819.0	782.2	782.2

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

	ADJUSTED BASE FY09	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY10	FY11	FY10	FY11
1. Managing and operating program responsibilities	7.50	8.00	8.00	7.50	7.50
TOTALS	7.50	8.00	8.00	7.50	7.50

(4) All positions are State Operations unless otherwise specified

1. Across-the-Board 1 Percent Reductions

Source of Funds	Agency Request				Governor's Recommendation			
	FY10		FY11		FY10		FY11	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	0	0.00	0	0.00	-7,700	0.00	-7,700	0.00
TOTAL	0	0.00	0	0.00	-7,700	0.00	-7,700	0.00

The Governor recommends reducing most nonfederal appropriations by 1 percent to create additional efficiencies and balance the budget.

2. National Association of Secretaries of State Dues

Source of Funds	Agency Request				Governor's Recommendation			
	FY10		FY11		FY10		FY11	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	2,800	0.00	2,800	0.00	2,800	0.00	2,800	0.00
TOTAL	2,800	0.00	2,800	0.00	2,800	0.00	2,800	0.00

The Governor recommends providing funding for dues to the National Association of Secretaries of State.

3. Standard Budget Adjustments

Source of Funds	Agency Request				Governor's Recommendation			
	FY10		FY11		FY10		FY11	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	10,900	0.00	10,900	0.00	10,900	0.00	10,900	0.00
TOTAL	10,900	0.00	10,900	0.00	10,900	0.00	10,900	0.00

The Governor recommends adjusting the office's base budget for: (a) full funding of continuing position salaries and fringe benefits (\$8,100 in each year); (b) reclassifications and semiautomatic pay progression (\$1,400 in each year); and (c) full funding of lease and directed moves costs (\$1,400 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	FY10		FY11	
		Dollars	Positions	Dollars	Positions
4. Electronic Notarization Project	PR-O	31,600	0.50	29,100	0.50
TOTAL OF ITEMS NOT APPROVED	PR-O	31,600	0.50	29,100	0.50