

Secretary of State - 62500

Lead Administrator: Michael Rogers, Secretary of State and Tod Wall, Assist Secretary of State

Lead Financial Officer: Robbie L Tittle, CPA - CFO

FY'19 Projected Division/Program Funding By Source						
Dept		Federal	Revolving	Local	Other*	Total
Administration	1000020		\$965,411			\$965,411
International Relations & Services	1000021		\$158,032			\$158,032
Native American Affairs	1000025		\$159,011			\$159,011
Executive Legislaative	1000070		\$712,396			\$712,396
Busniess Filing	2000010		\$1,676,702			\$1,676,702
Central Filing for Agriculture Lien	3000030		\$168,316			\$168,316
Notary	3000067		\$154,012			\$154,012
Office of Administrative Rules	4000040		\$409,433			\$409,433
Information Technology	8800001		\$1,048,477			\$1,048,477
Total		\$0	\$5,451,789	\$0	\$0	\$5,451,789

*Source of "Other" and % of "Other" total for each.

FY'18 Carryover and Refund by Funding Source						
		Federal	Revolving	Local	Other*	Total
FY'18 Carryover			\$3,394,876			\$3,394,876

*Source of "Other" and % of "Other" total for each.

What Changes did the Agency Make between FY'18 and FY'19?	
1.) Are there any services no longer provided because of budget cuts?	No
2.) What services are provided at a higher cost to the user?	No
3.) What services are still provided but with a slower response rate?	No
4.) Did the agency provide any pay raises that were not legislatively/statutorily required?	Yes, market adjustment.

FY'20 Requested Division/Program Funding By Source						
Dept		Federal	Revolving	Other	Total	% Change
Administration	1000020		\$1,613,682		\$1,613,682	67.15%
International Relations & Services	1000021		\$158,032		\$158,032	0.00%
Native American Affairs	1000025		\$159,011		\$159,011	0.00%
Executive Legislaative	1000070		\$712,396		\$712,396	0.00%
Busniess Filing	2000010		\$1,354,527		\$1,354,527	-19.21%
Central Filing for Agriculture Lien	3000030		\$168,316		\$168,316	0.00%
Notary	3000067		\$154,012		\$154,012	0.00%
Office of Administrative Rules	4000040		\$409,433		\$409,433	0.00%
Information Technology	8800001		\$1,048,477		\$1,048,477	0.00%
Total		\$0	\$5,777,886	\$0	\$5,777,886	5.98%

*Source of "Other" and % of "Other" total for each.

FY'20 Top Five Budget Adjustments		
	\$ Amount	
Request 1: Description 1000020 - New administrative staff, Public Information Officer and Policy Staff - Interagency Agreement with Governor's Office.	\$326,097	
Total Increase above FY-19 Request	\$ 326,097	

Does the agency have any costs associated with the Pathfinder retirement system and federal employees?	
(If so, please describe the costs and provide an estimate for FY '20, FY '21, and FY '22.)	N/A

How would the agency be affected by receiving the same appropriation for FY '20 as was received in FY '19? (Flat/ 0% change)

How would the agency handle a 2% appropriation reduction in FY '20?

Is the agency seeking any fee increases for FY '20?	
	\$ Amount
N/A	\$0

What are the agency's top 2-3 capital or technology (one-time) requests, if applicable?

Federal Funds					
The Secretary of State - 62500 has no Federal Funds	FY 19 projected	FY 18	FY 17	FY 16	FY 15
Federal Funding I (Brief Description with CFDA number)					

Federal Government Impact	
1.) How much federal money received by the agency is tied to a mandate by the Federal Government?	The Secretary of State - 62500 has no Federal Funds
2.) Are any of those funds inadequate to pay for the federal mandate?	
3.) What would the consequences be of ending all of the federal funded programs for your agency?	
4.) How will your agency be affected by federal budget cuts in the coming fiscal year?	
5.) Has the agency requested any additional federal earmarks or increases?	

Division and Program Descriptions
<p>Administrative Services - 1000020</p> <p>Oklahoma Constitution - Article 6, §17 All Administrative Policy, Accounting, Human Resources, Information Technology, International Protocol, Native American Affairs are reflected in this division. In concert with the agency's Strategic Plan – Values and Behaviors, this division defines the agency mission, goals, and policies and procedures for the day to day administration of the agency. The objective is to accomplish these tasks in an efficient and cost effective manner. All directives of the executive/legislative, statutory and constitutional mandates, and general governmental activities are centered in this program area. The Secretary of State's function includes assisting the Governor in the development and implementation of statewide policy in a variety of roles.</p>
<p>Division Name - International Relations and Services - 1000021</p> <p>O.S. 74, §5017.7 The Secretary of State's office is charged to serve as the first point of contact for foreign diplomats requesting meetings with Oklahoma officials. Serve as the State of Oklahoma primary point of contact for the U.S. Department of State; the Houston, Chicago and New York Consular Corps; and visiting diplomats, officials, educators, and those organizing cultural exchanges; Provide state officials with international briefings and protocol expertise; Provide primary responsibility for State of Oklahoma Sister State agreements and coordinate with other state officials, agencies, and the private sector; Serve as primary point of contact for Oklahoma cities and towns seeking assistance with Sister City programs; and Serve as primary point of contact with state government for Honorary Consul Generals domiciled in Oklahoma.</p>
<p>Division Name - Native American Affairs - 1000025</p> <p>O.S. 74, Chapter 35A, §1207 Oklahoma Native American Liaison outlines the duties and responsibilities of the position of Oklahoma Native American Liaison. The Oklahoma Native American Liaison may also serve as the Secretary of Native American Affairs or a successor cabinet position and shall have jurisdictional areas of responsibility related to Native American issues and state and tribal relations. The Native American Liaison is directed to carry out the following duties and responsibilities and shall: Have the powers and duties over Native American issues and state and tribal relation areas designated to the position by the Governor; Monitor all compacts, including gaming, tobacco, and motor vehicle fuel entered into by the state and political subdivisions with federally recognized Indian tribal governments within this state; Coordinate with the Office of Tribal Relations within the Oklahoma Historical Society on the gathering, preserving, and maintaining of all compacts and agreements as well as all related records, documents, and materials between federally recognized Indian tribal governments and the state and political subdivisions; Monitor state agency consultation policies with tribal governments; Monitor the interactions of state agencies with tribal governments; Provide coordination between tribes and state agencies for any activities of the state agency that will directly affect tribal governments or their property; Inform tribes about ongoing or proposed state programs that will affect tribal governments or their property; Coordinate with tribal governments to determine priorities of interest for possible cooperation between the various agencies and the tribal governments; Inform tribes on funding opportunities through partnerships with state agencies to address locally determined priorities of interest agreed to by both the state and tribal governments; Ensure continuing outreach to tribes and shall establish and maintain relationships with tribes and tribal organizations; and Make an annual report on the interactions between the state, state agencies, and tribal governments and shall submit the report to the Governor, the Speaker of the House of Representatives, and the President Pro Tempore of the Senate.</p>
<p>Division Name - Executive Legislative - 1000070</p> <p>Oklahoma Constitution Articles 5, 6, 7A, 7B, 9, 15, & 24 Oklahoma Statutes Titles 2, 3A, 5, 10A, 11, 12, 19, 20, 21, 22, 26, 34, 51, 57, 59, 63, 68, 69, 70, 72 - 75, 80. The purpose of this program is to provide a central location at which various governmental documents may be accessed by governmental entities, both state and federal, as well as for the general public to authenticate official acts of the Governor, distribute documents to various entities, provide access, and electronically send documents to the state and federal government to certify election results and to preserve the Oklahoma Constitution and Legislation.</p>

Division Name - Business Filing - 2000010

Title 6, §312 and §406; Title 12, §1448 and §2004; Title 18, §1 et seq; Title 19, §257; Title 28, §111; Title 46, §17 and §18; title 49, §1 Title 52, §318.4, Title 54, §1 et seq; Title 60, §177 - §178.2; Title 66, §17; Title 78, §21 - §33.

File domestic and foreign corporations, trademarks, domestic and foreign limited partnerships, domestic and foreign limited liability companies, trade names, fictitious names, public trust indentures and official statements;

Act as central repository for business documents as required by statute and disburse information on business records;

File invention developer bonds;

File surface damage bonds;

Service summons on non-qualified foreign corporations;

Act as the registered service agent for all foreign corporations, foreign limited partnerships, and limited liability companies in the event no agent is appointed; and for any domestic entity who has an agent resign and no successor agent is appointed;

Register charitable organizations and professional fund raisers and solicitors;

File athletic agent registrations;

Accept and maintain a listing of Manual Signatures for public officials.

Prepare Apostilles for documentation of foreign transactions.

Division Name - Central Filing System for Agricultural Liens - 3000030

12A O.S., §§ 1-9-320.1 et seq. [formerly §§ 9-307.1 et seq.]; 7 U S Code, §1631

The purpose of the legislation that created the Oklahoma Central Filing System is “to make the laws governing protection of buyers of farm products, commission merchants, and selling agents comply with the provisions of Section 1324 of the Food Security Act of 1985 as codified at Section 1631 of Title 7 of the United States Code” [12A O.S., § 1-9-320.1]. The fees are addressed in Title 28 O.S., §111.

This system provides an easy way for secured parties to notify agricultural buyers they have a security interest in certain collateral. Since all purchasers of Oklahoma farm products are obligated to check the lien information at Central Filing, secured parties are more confident of repayment. This makes the lending environment more open and reduces risk for making loans to farmers. Before Central Filing was created, secured parties only had the options of asking farmers where they might sell their collateral and directly notifying these buyers. If the farmer is having financial trouble and collateral is sold elsewhere, the secured party may take legal action against the buyer to recover losses.

This system provides a central location for buyers to check for the existence of an agricultural lien. Oklahoma statutes require Uniform Commercial Code (UCC) liens on livestock and crops be filed at the local county level. Before Central Filing, a buyer could have up to 77 court clerk offices to check for a lien, or they may have received a lien notice from a secured party that was incomplete or illegible and could not be verified during a weekend sale. Using the Central Filing Lien system, the buyer has protection from a second payment to a secured party for the same product. If the lien is on the Central Filing lien list or if the buyer has been notified in writing of the lien by the secured party, the check is issued to the seller and all applicable secured parties. If there is lien notice, the buyer takes the collateral free of any security interest even if a UCC has been properly filed in the county.

The farmers’ primary benefit from Central Filing for Agricultural Liens is easier access to lenders to secure a loan using farm products as collateral. Lenders are more confident of repayment when proper lien filings are in place.

Division Name - Notary - 3000067

49 O.S. §§1 et seq.

The program benefits society by providing a central location for individuals to obtain a notary public commission. The program maintains a listing of active notaries and provides the public with free online access to this information. In addition, the program provides and distributes information relating to the laws and rules governing notaries public.

Society also benefits from the service a notary public provides. These services include acknowledgements, administering oaths or affirmations, witnessing or attesting to signatures, and certifying or attesting to copies.

Division Name - Office of Administrative Rules - 4000040

75 O.S., §§ 250 et seq. – Administrative Procedures Act; 25 O.S., §§ 301 et seq. – Open Meeting Act.

Compile, codify, and maintain Oklahoma’s administrative laws and publish the Oklahoma Register and the Administrative Code pursuant to the Administrative Procedures Act; Receive and maintain meeting notices of state public bodies pursuant to the Open Meeting Act, and post to Meeting Notices Online. The Office of Administrative Rules provides access to state agency rules in print, on CD, and via Internet. The Meeting Notices Online site provides a single point of access for the public to view meeting notices of state public bodies.

The OAR maintains a central repository for the official rules of state agencies and provides access to such rules through the Internet.

The Meeting Notices Online site allows state public bodies to log in over the Internet to a central data base to update and maintain their meeting notices.

Division Name - Information Services - 8800001

This program provides internal computer services for the agency. Services include: technical support, programming needs, system development and implementation, and system planning and monitoring. The Information Systems Department supports and maintains the five (5) major systems of the Secretary of State. These systems are the Business Entity system, Central Filing system, Office of Administrative Rules publishing system, Executive/Legislative tracking system, and the Open Meetings system.

It is the goal of this division to maintain all internal systems on a common platform, while automating and streamlining business processes, and providing on-line access to all business functions of the SOS. The Information Services Department generates various ad-hoc reports regarding user activity, workload, data entry errors, and filing statistics for management to make workflow, personnel, and training decisions.

FY'19 Budgeted FTE							
		Supervisors	Classified	Unclassified	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$\$\$
Administration	1000020	1.75	3.00	4.00		4.00	3.00
International Relations & Services	1000021		1.00				1.00
Native American Affairs	1000025			1.00		1.00	
Executive Legislaative	1000070	1.00	2.00			2.00	
Busniess Filing	2000010	2.00	12.00		10.00	2.00	
Central Filing for Agriculture Lien	3000030	0.25	1.50		0.50	1.00	
Notary	3000067	0.25	1.50		0.50	1.00	
Office of Administrative Rules	4000040	0.50	4.00			4.00	
Information Technology	8800001	0.25	3.50		0.50	3.00	
Total		6.00	28.50	5.00	11.50	18.00	4.00

FTE History							
		2019 Budgeted	2018	2017	2015	2010	
		20					
Administration	1000020	6.75	4.75	4.75	4.50	7.00	
International Relations & Services	1000021	1.00	1.00	1.00	1.50	0.00	
Native American Affairs	1000025	1.00	1.00	1.00	0.00	0.00	
Executive Legislaative	1000070	2.00	1.00	1.00	1.00	2.00	
Busniess Filing	2000010	12.00	14.00	14.00	11.00	11.00	
Central Filing for Agriculture Lien	3000030	1.50	1.50	1.50	1.00	3.00	
Notary	3000067	1.50	1.50	1.50	1.00	1.00	
Office of Administrative Rules	4000040	4.00	4.00	4.00	4.00	3.00	
Information Technology	8800001	3.75	3.75	3.75	3.50	4.50	
Total		33.50	32.50	32.50	27.50	31.50	

Performance Measure Review					
	FY 18	FY 17	FY 16	FY 15	FY 14
Measure I					
G1. KPM 1 Improve Current Services	13	8	7	9	0
G1.KPM2 Identify and Improve Efficiency	13	9	4	9	0
Measure II					
Utilize Advanced Technology to Improve Services					
G2.KPM 1 3 Year Life Cycle Upgrades	0	0	10	10	10
G2.KPM 2 Upgrade Software	6	6	6	6	6
Measure III					
G3. KPM 1 Determine Processes That Require Additional Training /			2		
G3.KPM 2 Training Specific to Process Goals	250	363 Hours	287 Hours	200 Hours	128 Hours
Measure IV					
Continuous Outreach to the 38 Sovereign Tribal Governments of Oklahoma					
G4.KPM 1 Determine and Monitor Priorities	213 Events	212 Events	147 Events	0	0
G4.KPM 2 Increase Tribal Partnerships, Compacts,	4 Agreements	5 Agreements	7 Agreements	0	0
Measure V					
Services to Enhance International Relationships					
G5.KPM 1 Increase Productivity	6 Events	10 Events	6 Events	5 Events	4 Events
G5.KPM 2 Increase Awareness	5 Briefings	0	7 Breifings	5 Breifings	5 Breifings

Revolving Funds (200 Series Funds)			
	FY'16-18 Avg. Revenues	FY'16-18 Avg. Expenditures	June '18 Balance
Revolving Fund I			
SOS Revolving Fund - 20000	\$ 9,058,966.00	\$ 3,300,825.98	\$ 2,758,180.55
62 O.S. §276.1 - Consist of reproduction fees and other fees directed by law.			
Revolving Fund II			
SOS Notary Revolving Fund - 20500	\$ 154,464.00	\$ 77,997.49	\$ 467,928.76
62 O.S. §276.3 - Central Filing System Revolving Fund - Agricultural Liens			
Revolving Fund III			
SOS Charities Revolving Fund - 21000	\$ 81,113.00	\$ 80,032.67	\$ 168,766.85
18 O.S. §552.20 - Charitable Solicitations Revolving Fund the portion of fee allocated to the SOS.			