

# Oklahoma Secretary of State

Lead Administrator: Chris Benge

Lead Financial Officer: Chris Morriss

FY'15 Projected Division/Program Budget By Source						
	Appropriations	Federal	Revolving	Local	Other*	Total
Admin./Support Service			\$902,346			\$902,346
International Relations& Svcs			\$66,265			\$66,265
Executive & Legislative Svcs			\$212,685			\$212,685
Business Registration Svcs			\$1,022,485			\$1,022,485
Document Receiving			\$176,013			\$176,013
Orders/Certification			\$220,934			\$220,934
CFS AG Lien			\$221,431			\$221,431
Notary			\$102,163			\$102,163
Administrative Rules			\$846,307			\$846,307
Information Services			\$880,611			\$880,611
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,651,240</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,651,240</b>

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

FY'14 Carryover by Funding Source						
	Appropriations	Federal	Revolving	Local	Other*	Total
FY'14 Carryover	\$0	\$0	\$3,116,034	\$0	\$0	\$3,116,034

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

What Changes did the Agency Make between FY'14 and FY'15	
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?	None
3.) What services are still provided but with a slower response rate?	None
4.) Did the agency provide any pay raises that were not legislatively/statutorily required?	Yes
In FY 15 Secretary of State Office provided the performance-based pay raises and market-based pay adjustments.	

FY'16 Expected Division/Program Budget By Source						
	Appropriations	Federal	Revolving	Other	Total	% Change
Admin./Support Service			\$951,133			5.1%
International Relations& Svcs			\$96,680			31.5%
Executive & Legislative Svcs			\$209,927			-1.3%
Business Registration Svcs			\$964,458			-6.0%
Document Receiving			\$217,181			19.0%
Orders/Certification			\$191,749			-15.2%
CFS AG Lien			\$237,556			6.8%
Notary			\$127,068			19.6%
Administrative Rules			\$900,066			6.0%
Information Services			\$900,796			2.2%
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,796,614</b>	<b>\$0</b>	<b>\$0</b>	<b>3.1%</b>

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

FY'16 Top Five Budget Adjustments/Needs (if applicable)	
	\$ Amount
Secretary of State Chris Benge has taken a new duty serving as a Secretary of Native American Affairs. A new position of Deputy Native American Liason may be created with an impact on the FY16 Budget.	\$105,000

**Total Increase above FY-15 Budget**

5.4%

Projects Due to Proposed Legislative Mandates	
	\$ Amount
1. HB 2231 Relates to creation of a centralized electronic database maintained by SOS that provides a central repository for the submission and management of notices of commencement of work on a commercial construction project.	\$54,625
2. SB 421 Relates to the proposal to move a Uniform Commercial Code Filing System from the Offices of the Oklahoma County Clerk to Secretary of State Office .	\$961,522

**How would the agency handle a 3% appropriation reduction in FY'16?**

**How would the agency handle a 5% appropriation reduction in FY'16?**

Is the agency seeking any fee increases for FY'16?		\$ Amount
Increase 1	There are no fee increases anticipated in FY16.	\$0
Increase 2		\$0
Increase 3		\$0

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

1. There is the general plan of the Agency to provide the services to the public in one building. It may be accomplished by moving the Notary , Central Filing System ,Administrative Rules and Information Services Departments from Will Rogers Buildig to State Capitol. The FY16 Budget impact may be up to \$80,000.

2. There is a plan of the reconfiguration and reconstruction of the Secretary of State Office Reception Area to accommodate the larger volume of customers and optimize the filing process. The FY16 Budget impact may be up to \$62,000.

Federal Government Impact	
1.) How much federal money received by the agency is tied to a mandate by the Federal Government?	N/A
2.) Are any of those funds inadequate to pay for the federal mandate?	N/A
3.) What would the consequences be of ending all of the federal funded programs for your agency?	N/A
4.) How will your agency be affected by federal budget cuts in the coming fiscal year?	N/A
5.) Has the agency requested any additional federal earmarks or increases?	N/A

## Division and Program Descriptions

### **Administration/ Support Services**

All Administrative Policy, Accounting, Human Resources, Information Technology and International Protocol are reflected in this program. The purpose of the activity is to establish missions, goals, policies and procedures for the day to day administration agency, and to support the efficient and cost effective management of the office. All accounting, human resources, of the executive/legislative, and statutory/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.

### **International Relations& Svcs**

Serve as primary point of contact for the State of Oklahoma for the U.S. Department of State, the Houston, Chicago and New York Consular Corps, 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; coordinate with other state officials and agencies and with the private sector; Service as primary point of contact for Oklahoma cities and towns seeking assistance with Sister City programs; Serve as primary point of contact with state government for Honorary Consul Generals domiciled in Oklahoma

### **Executive & Legislative Svcs**

Register, and where necessary, attest official acts of the Governor; Reproduce and distribute copies of all laws enacted by the Legislature; Receive, count, file and bind initiative and referendum petitions and transmit same to the Supreme Court; Publish ballot titles; Appoint and file documents on Court of the Judiciary; File policy statements of each public institution of higher education, oaths of office, bonds of public officials and employees; File list of names and signature of county officers and facsimile signatures of public officials and issue; Process domestic and foreign requisitions for extraditions; Maintain original certificates of pardon and parole; The Executive/Legislative tracking system allows the public to view the status of proposed state questions, house and senate bills, and executive orders.

### **Business Registration Services**

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; Disburse information on business records; File and record mortgages of public utilities and railroads; File and record mortgages of public utilities and railroads; 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; Register personality rights as successor-in-interest; File inter-local and cooperative agreements; Tattooing Surety Bond. The Business Entity System maintains a database of all business entity filings within the State of Oklahoma. This database provides the public with access to business information relating to business standing, address, service agents, and the ability to generate authentic copies of business documents. The redesigned Business Entity System provides most filing and order types online.

### **Document Receiving**

Accept and process for deposit all cash instruments received each day and cause the associated documents to be scanned into the Business Filing System for filing by the Business Services and Notary Departments.

### **Orders/Certification**

This program provides a central location to accept and maintain a listing of Manual Signatures for public officials, prepare apostille as required documentation of foreign transactions, and create plain copies and certified copies of previously filed documents. The information is made available to the general public via the Internet, mail, or facsimile transmissions.

### **CFS AG Lien**

Implement and operate the Central Filing System relating to farm products; Obtain the necessary certification from the United States Department of Agriculture; Record the date and hour of the filing of each effective financing statement; Compile all effective financing statements into a master list which shall be distributed to all registered buyers on or before the last business day of the month;

### **Notary**

Appoint and commission notaries public; Accept for filing the notary's oath of office, loyalty oath, official signature, and impression of their official seal and a sufficient bond to the state of Oklahoma in the sum of \$1,000;

**Administrative Rules**

Compile, codify, convert and maintain Oklahoma’s administrative law; Publish the Oklahoma Register and the Administrative Code; Receive and maintain Meeting Notices of state public bodies pursuant to the Open Meeting Act; The Office of Administrative Rules provides access to state agency rules for any interested party through hard copy print, CD-Rom, and the Internet. The Open Meeting System provides a single point of access for the public to view meeting notices by all state agencies, boards and commissions

**Information Services**

This program provides internal computer services for the agency. Services include technical support, programming needs, system development and implementation, and system planning. The Information Systems Department supports and maintains the five (5) major systems of the Agency. 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 this agency. The Information Systems 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'16 Budgeted FTE						
	Supervisors	Classified	Unclassified	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$\$\$
Admin./Support Service	2.75	1	4.75	1.75	2	2
International Relations& Svcs	0.25	0.25		0.25		
Executive & Legislative Svcs		2		1	1	
Business Registration Svcs	1	11		8	3	
Document Receiving		3		2	1	
Orders/Certification	1	3		2	1	
CFS AG Lien	0.25	3		1.25	1	
Notary	0.25	1		0.25	1	
Administrative Rules	0.5	4		0.5	3	
Information Services	1	4	0.5	1	3.5	1
<b>Total FY16 FTE 37.5</b>	<b>7</b>	<b>32.25</b>	<b>5.25</b>	<b>18</b>	<b>16.5</b>	<b>3</b>

FTE History					
	2015 Budgeted	2014	2010	2009	2004
Admin./Support Service	5.25	5.25	6	5	10
International Relations& Svcs	0.75	0.75	1	1	
Executive & Legislative Svcs	2	2	3	3	4
Business Registration Svcs	11	11	10	10	13
Document Receiving	3	3	3	2	
Orders/Certification	3	3	3	3	
CFS AG Lien	3	3	4	4	3
Notary	1	1	1	1	
Administrative Rules	4	4	3	4	4
Information Services	4.5	4.5	5	6	
<b>Total</b>	<b>37.5</b>	<b>37.5</b>	<b>39.0</b>	<b>39.0</b>	<b>34.0</b>

Performance Measure Review					
	FY'13	FY'12	FY'11	FY'10	FY'09
<b>Business Registration Services</b>					
Documents Processed - Internal	182,435	123,620	145,386	144,617	102,983
Documents Processed - Web	55,016	34,422	28,970	21,759	49,136
Orders Processed - Internal	7,800	8,489	8,804	8,098	
Orders Processed - Web	54,873	47,339	49,862	85,569	
Web Inquiry - View Entity	77,616	34,124	31,526	63,681	68,153
New Methods to Deliver Services	4	2	1	1	-
Targeted Training Hours	34	34	34	34	78
<b>Central Filing System For Ag Liens</b>					
Customers Served/Secured Parties	11,780	12,247	13,530	12,898	21,086
Documents Processed	11,780	12,247	13,530	12,898	21,086
New Methods to Deliver Services	2	1	1	1	-
Targeted Training Hours	16	10	10	10	24

<b>Notary</b>					
Customers Served					
Documents Processed - <b>Internal</b>	27,459	28,883	29,002	31,178	34,058
Documents Processed - <b>Web</b>	13,682	11,905	10,235	7,118	7,375
New Methods to Deliver Services	1	-	-	1	-
Targeted Training Hours	4	4	4	12	6
<b>Executive Legislative</b>					
Customers Served	6,558	8,266	11,267	15,860	16,159
Documents Filed	5,108	4,224	3,520	4,340	7,237
Executive Legislative/Web Updates	2,733	2,268	2,024	1,160	1,191
Pardon Paroles Commutation & Revocation		-	1,164		
Information Requested - Processed Manually	13,416	68,831	46,908	39,182	49,293
Information Requested - Provided Electronic Links E-mailed	35,363	32,158	43,641	54,365	38,925
New Methods to Deliver Services	1	1	1	4	1
Targeted Training Hours	6	6	6	30	30
<b>Office of Administrative Rules</b>					
Rules Processed	3,512	2,144	3,618	4,896	3,168
Meeting Notices Posted - <b>Internal</b>	5,600	5,040	4,882	1,341	950
Meeting Notices Posted - <b>Web</b>	3,200	3,180	3,138	6,626	2,088
New Methods to Deliver Services	2	1	1	1	1
Targeted Training Hours	36	34	34	52	58
<b>Information Systems</b>					
3yr Computer Upgrades (in \$'000s)	12	9	11	11	76
Upgrade Software (in \$'000s)	100.3	99.5	98	46	52
Targeted Training Hours	26	26	26	86	162

<b>Revolving Funds (200 Series Funds)</b>			
	<b>FY'12-14 Avg. Revenues</b>	<b>FY'12-14 Avg. Expenditures</b>	<b>June '14 Balance</b>
<b>Revolving Fund 200</b> SOS Revolving Fund	\$6,392,645	\$3,201,438	\$2,962,492
<b>Revolving Fund 205</b> Central Filing System Rev. Fund	\$160,897	\$158,636	\$70,320
<b>Revolving Fund 210</b> SS Charitable Solicit Rev. Fund	\$71,907	\$20,000	\$83,222