

Secretary of State - 62500

Lead Administrator: Tod Wall, Assistant Secretary of State

FY'17 Projected Division/Program Funding By Source						
Appropriations	Federal	Revolving	Local	Other*	Total	
Administration - 1000020		\$880,530				\$880,530
International Relations and Services - 1000021		\$185,798				\$185,798
Native American Affairs - 1000025		\$143,330				\$143,330
Executive Legislation - 1000070		\$204,629				\$204,629
Business Registration Service - 2000010		\$823,614				\$823,614
Document Receiving - 2000065		\$235,381				\$235,381
Certification/Orders - 2000068		\$216,578				\$216,578
Central Filing System Ag Liens - 3000030		\$217,858				\$217,858
Notary - 3000067		\$179,696				\$179,696
Office of Administrative Rules - 4000040		\$857,882				\$857,882
Information Services - 8800001		\$999,288				\$999,288
Total	\$0	\$4,944,584	\$0	\$0		\$4,944,584

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

FY'16 Carryover and Refund by Funding Source						
Appropriations	Federal	Revolving	Local	Other*	Total	
FY'16 Carryover		\$ 8,620,271.60				
FY'16 GR Refund**						\$0

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

**Indicate how the FY'16 General Revenue refund was budgeted
N/A

What Changes did the Agency Make between FY'16 and FY'17?	
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?	With the increased use of online filings (FY 2016 at 47%), certification/order request (FY 2016 at 97%) and the call center, the reponse time for filings, orders and questions has been reduced.
4.) Did the agency provide any pay raises that were not legislatively/statutorily required? If so, please provide a detailed description in a separate document.	No

FY'18 Expected Division/Program Funding By Source						
Appropriations	Federal	Revolving	Other	Total	% Change	
Administration - 1000020		\$1,050,765		\$1,050,765		19.33%
International Relations and Services - 1000021		\$185,797		\$185,797		0.00%
Native American Affairs - 1000025		\$143,330		\$143,330		0.00%
Executive Legislation - 1000070		\$660,034		\$660,034		222.55%
Business Registration Service - 2000010		\$823,613		\$823,613		0.00%
Document Receiving - 2000065		\$242,743		\$242,743		3.13%
Certification/Orders - 2000068		\$206,367		\$206,367		-4.71%
Central Filing System Ag Liens - 3000030		\$201,554		\$201,554		-7.48%
Notary - 3000067		\$170,047		\$170,047		-5.37%
Office of Administrative Rules - 4000040		\$411,046		\$411,046		-52.09%
Information Services - 8800001		\$999,288		\$999,288		0.00%
Total	\$0	\$5,094,584	\$0	\$5,094,584		3.03%

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

FY'18 Top Five Budget Adjustments	
None	\$ Amount
Request 1: Renovation of the state capitol building office.	\$150,000
Total	150,000

How would the agency handle a 5% appropriation reduction in FY'18?

How would the agency handle a 7.5% appropriation reduction in FY'18?

How would the agency handle a 10% appropriation reduction in FY'18?

Is the agency seeking any fee increases for FY'18?	
No	\$ Amount
N/A	\$0

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

None

Federal Government Impact

1.) How much federal money received by the agency is tied to a mandate by the Federal Government?
None

2.) Are any of those funds inadequate to pay for the federal mandate?
NA

3.) What would the consequences be of ending all of the federal funded programs for your agency?
NA

4.) How will your agency be affected by federal budget cuts in the coming fiscal year?
NA

5.) Has the agency requested any additional federal earmarks or increases?
NA

Division and Program Descriptions

Administrative Services
Statutory References - The Office of Secretary of State is created in Section 17, Article 6 of the Oklahoma Constitution.
Describe Purpose –
 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 of the agency, and to support the efficient and cost effective management of the office. All accounting, human resources, of the executive/legislative, 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.

Division Name International Relations and Services -
Statutory References - O.S. Title 74, §5017.7
Describe Purpose –
 1. 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;
 2. Provide state officials with international briefings and protocol expertise;
 3. Provide primary responsibility for State of Oklahoma Sister State agreements; coordinate with other state officials and agencies and with the private sector;
 4. Service as primary point of contact for Oklahoma cities and towns seeking assistance with Sister City programs;
 5. Serve as primary point of contact with state government for Honorary Consul Generals domiciled in Oklahoma.

Division Name Native American Affairs
Statutory Reference: O.S. Title 74, Chapter 35A, §1207
Describe Purpose –
 1. Have the powers and duties over Native American issues and state and tribal relation areas designated to the position by the Governor;°
 2. Monitor all compacts, including gaming, tobacco, and motor vehicle fuel compacts, entered into by the state and political subdivisions with federally recognized Indian tribal governments within this state;
 3. Coordinate with the Office of Tribal Relations within the Oklahoma Historical Society on the gathering, preserving and maintaining of all compacts and agreements between federally recognized Indian tribal governments and the state and political subdivisions and all related records, documents and materials;
 4. Monitor state agency consultation policies with tribal governments;
 5. Monitor the interactions of state agencies with tribal governments;
 6. Provide coordination between tribes and state agencies for any activities of the state agency that will directly affect tribal governments or their property;

7. 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;
8. 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;
9. Ensure continuing outreach to tribes and shall establish and maintain relationships with tribes and tribal organizations; and
10. Make an annual report on the interaction between the state and 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.

Division Name Executive Legislative

Statutory Reference: See Attachment

Describe Purpose: This division acts as a liaison to the Executive, Legislative and Judicial branches of state and federal government. It receives and files documents as mandated by state and federal law. There are generally no filing fees for these documents.

This program is to provides a central location at which various governmental documents may be accessed by governmental entities, both state and federal and the general public, to authenticate official acts of the Governor, to distribute documents to various entities, to provide access and electronically send documents to the state and federal government to certify election results, and to preserve the Oklahoma Constitution and Legislation. Records include:

- Gubernatorial appointments
- House and Senate enrolled and original bills
- House and Senate enrolled and original Resolutions: Simple, Concurrent, and Joint
- Initiative and Referendum Petitions; and Legislative Referendum
- Process and file Pardons, Paroles, Commutations and Revocations Extraditions and Stay of Execution
- Oaths of Office and Loyalty Oaths
- Foreign Protection Orders to Executive/Legislative functions
- Federal, State, County , Municipal and Tribal Agreements, contracts and Compacts
- Administer statute and session law publication and distributions (distributed to 520 locations)
- Other various filings including registration of Foreign Victim Protection Orders

State Question Process

Statutory Reference: O.S. 34; Article 5 of the Oklahoma Constitution, § 2 – 6.1; Article 24 of the Oklahoma Constitution.

Describe Purpose: State Questions are proposals submitted to the people of the State of Oklahoma to vote for or against it.

1. The people of the State of Oklahoma reserved certain powers to themselves in the Oklahoma constitution. The first power reserved by the people is the initiative, and the eight (8) per centum of the legal voters shall have the right to propose any legislative measure, and fifteen (15) per centum of the legal voters shall have the right to propose amendments to the Constitution by petition. The petitions must include the full text of the measure so proposed. Petitions are filed and circulated by citizens.

The second power reserved is the referendum, and it may be ordered (except as to laws necessary for the immediate preservation of the public peace, health or safety), either by petition signed by five (5) per centum of the legal voters or by the Legislature as other bills are enacted.

2. Signatures on both initiative and referendum petitions are counted and tabulated by the Secretary of State and reported to the Supreme Court.
3. The ratio and per centum of legal voters (or number of signatures required) is based upon the total number of votes cast at the last general election for the office of Governor.
4. In addition, the Legislature can submit questions to a vote of the people. Legislative referendums are filed in the form of Legislation, usually Joint Resolutions. However, a legislative referendum may be in the form of a House or Senate bill.
5. Any measure rejected by the people, through the powers of the initiative and referendum, cannot be again proposed by the initiative within three years thereafter by less than twenty-five (25) per centum of the legal voters.

Division Name Business Registration Service

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

Statutory Reference: §18; Title 52, §318.4, Title 54, §1 et seq; Title 60, §177 - §178.2; Title 66, §17; Title 78, §21 - §33.

Describe Purpose: 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 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;

Division Name: Submitter Batch

Statutory References - Title 62, §34.10, 34.57.C.

Describe Purpose – 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.

Division Name: Certification/Orders

Statutory References - Title 46, §17, 18; Title 49, §1; Title 66, §17

Describe Purpose: The Certification Department acts as a central repository for business documents as required by statute. The department provides plain copies and certified copies of previously filed documents and creates a Certificate of Fact attesting to the validity of a filed document. This program also provides a central location to accept and maintain a listing of Manual Signatures for public officials, and prepare Apostilles as required documentation of foreign transactions.

Division Name: Central Filing System for Agricultural Liens

Statutory References Title 12A , §9.307.1 – 9.307.6; Title 7 U S Code, §1631

Describe Purpose: The Oklahoma Central Filing System was created by Title 12A , §9.307.1 – 9.307.6. the purpose of this legislation is to make laws governing the protection of buyers of farm products complying with the provisions of Section 1324 of the Food Security Act of 1985 as codified in Section 1631 of Title 7 of the U. S. Code. The fess are addressed in Title 28, §111.

Division Name: Notary

Statutory References Title 49, § et seq.

Describe Purpose: The Secretary of State is mandated to commission notaries public in the state of Oklahoma.

Division Name: Office of Administrative Rules

Statutory References Title 75, §250 et seq – Administrative Procedures Act, and Title 25, §301 et seq – Open Meeting Act.

Describe Purpose: This department is responsible for the compilation, codification, publication, and maintenance of Oklahoma’s official administrative law. It is responsible for the publication of the Oklahoma Register, which is a semimonthly publication containing rulemaking notices as well as recently enacted rules and executive orders, and the Oklahoma Administrative Code (with annual supplements), which is a comprehensive indexed publication of all rules and executive orders of the state. This department is also responsible for receiving and maintaining the meeting notices for state public bodies pursuant to the Open Meeting Act, and posting to the Meeting Notices Internet site.

Division Name: Information Services

Statutory References Not Applicable

Describe Purpose: 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'17 Budgeted FTE						
	Supervisors	Classified	Unclassified	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$\$\$
Administration - 1000020	2.75	1	3.75	1	1	2.75
International Relations and	1.00	2			1	1
Native American Affairs -	1.00	1			1	
Executive Legislation -	1.00	1			1	
Business Registration	1.00	9		8	1	
Document Receiving -	0.50	2.5		1	1.5	
Certification/Orders -	0.50	2.5		2	0.5	
Central Filing System Ag	0.25	1.25			1.25	
Notary - 3000067	0.25	1.25			1.25	
Office of Administrative	0.50	3.5		1	2.5	
Information Services -	0.25	3.5	0.25	0.5	3	0.25
Total	9	28.5	4	13.5	15	4

FTE History					
	2017 Budgeted	2016	2013	2010	2006
Administration - 1000020	4.75	4.50	5.00	7.00	7.00
International Relations and	2.00	1.50	1.50	1.00	0.00
Native American Affairs -	1.00	0.00	0.00	0.00	0.00
Executive Legislation -	1.00	1.00	2.00	2.00	2.00
Business Registration	9.00	9.00	9.00	8.00	6.00
Document Receiving -	2.50	3.00	2.00	1.00	3.00
Certification/Orders -	2.50	3.00	3.00	2.00	4.00
Central Filing System Ag	1.25	2.25	4.00	3.00	3.00
Notary - 3000067	1.25	1.25	1.00	1.00	1.00
Office of Administrative	3.50	3.50	4.00	3.00	4.00
Information Services -	3.75	4.50	4.50	4.50	4.50
Total	32.50	33.50	36.00	32.50	34.50

Performance Measure Review					
	FY'16	FY'15	FY'14	FY'13	FY'12
Measure I					
G1. KPM 1 Improve Current Services	7				7
G1.KPM2 Identify and Improve Efficiency	4			2	4
Measure II					
Utilize Advanced Technology to Improve Services					
G2.KPM 1 3 Year Life Cycle Upgrades	10	10	10	12	13
G2.KPM 2 Upgrade Software	6	6	6	6	4
Measure III Workforce Planning					
G3. KPM 1 Determine Processes That Require Additional Training / Succession Planning					
G3.KPM 2 Training Specific to Process Goals	2 287 Hours	200	128	512	1 431
Measure IV					
Continuous Outreach to the 38 Sovereign Tribal Governments of Oklahoma					
G4.KPM 1 Determine and Monitor Priorities	147 Events	0	0	0	0
G4.KPM 2 Increase Tribal Partnerships, Compacts,	7 Agreements	0	0	0	0
Measure V					
Services to Enhance International Relationships					
G5.KPM 1 Increase Productivity	6 Events	5	4	3	2
G5.KPM 2 Increase Awareness	7 Briefings	5	5	5	5

Revolving Funds			
(Revolving Fund Name and Number)	FY'14-16 Avg. Revenues	FY'14-16 Avg. Expenditures	June '16 Balance
Secretary of State Revolving Fund - 200 Statutory Authority? 62 O.S. 276.1 Source of Funds: Fees What is the fund spent on? Transfer to Special Cash Salary Operations Is there a cap on the fund? No	7,760,239	4,000,000 1,961,167 1,527,642	\$ 8,620,272 \$2,000,000 transfered in July 2016
Central Filing System Revolving Fund - 205 Statutory Authority? 62 O. S. 276.3 Source of Funds: Fees What is the fund spent on? Transfer to Special Cash Salary Operations Is there a cap on the fund? No	162,911	- 52,697 -	\$ 331,932
Charitable Solicitations Revolving Fund 210 Statutory Authority? 18 O. S. Chapter 14 §552.9 Source of Funds: Fees What is the fund spent on? Transfer to Special Cash Salary Operations Is there a cap on the fund? No	81,738	-	\$ 239,882