

## FY23 Budget Performance Review

### Agency Name and Number

Lead Administrator: Brian Bingman, Secretary of State

Lead Financial Officer: Edith Steele, Director of Accounting

#### Agency Mission

To maintain official records of the state in an orderly, accurate, and efficient manner; to provide appropriate and positive interaction with foreign dignitaries that visit Oklahoma; to develop and maintain collaborative relationships with tribal governments; and, ensure the office filings by the private sector are handled in a way that allows for the free flow of commerce.

#### Division and Program Descriptions

**Note: Please define any acronyms used in program descriptions.**

**1000020 - Administration**

Develops policies and procedures for the day to day administration of the agency, accounting and finance, and Executive Legislative divisions.

**1000070 - Executive/Legislative**

Responsible for filing and preserving all official acts of the Governor such as executive orders, pardons, paroles, extraditions, commutations, proclamations and appointments to boards and commissions. Additional documents filed include all acts and resolutions passed by the state legislature, initiative and referendum petitions, oaths of office and loyalty oaths. Tribal, interlocal cooperative, cross deputization agreements and compacts are also filed with this division.

**2000010 and 2000068 - Business Filing/Certification**

Responsible for processing all business entity filings, certifications, orders, and document receipts.

**3000030 - Central Filing Agriculture Liens**

Responsible for ensuring the filing of effective financing statements for the protection of buyers of farm products.

**4000040 - Office of Administrative Rules**

Responsible for the compilation, codification, publication, and maintenance of Oklahoma's official administrative law.

**8800001 - Information Technology**

Supports and maintains the five (5) major systems of the Secretary of State: Business Entity system, Central Filing system, Office of Administrative Rules Publishing system, Executive/Legislative Tracking system and the Open Meetings system.

#### FY'22 Budgeted Department Funding By Source

Dept. #	Department Name	Appropriations	Federal	Revolving	Local <sup>1</sup>	Other <sup>2</sup>	Total
1000020	Administratioin			1,537,303			\$1,537,303
1000070	Executive/Legislative			555,938			\$555,938
2000010	Business Filing			1,012,400			\$1,012,400
2000068	Certification			413,729			\$413,729
3000030	Central Filing Agriculture Liens			190,140			\$190,140
3000067	Notary			178,867			\$178,867
4000040	Office of Administrative Rules			482,004			\$482,004
8800001	Information Technology			2,453,092			\$2,453,092
<b>Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$6,823,473</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,823,473</b>

1. Please describe source of Local funding not included in other categories:

2. Please describe source(s) and % of total of "Other" funding if applicable for each department:

#### FY'21 Carryover by Funding Source

Class Fund #	Carryover Class Fund Name	Appropriations	Federal	Revolving	Local <sup>1</sup>	Other <sup>2</sup>	Total
							\$0
							\$0

1. Please describe source of Local funding not included in other categories:

2. Please describe source(s) and % of total of "Other" funding if applicable:

#### What changes did the agency make between FY'21 and FY'22?

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

#### FY'23 Requested Funding By Department and Source

Dept. #	Department Name	Appropriations	Federal	Revolving	Other <sup>1</sup>	Total	% Change
1000020	Administratioin	\$0	\$0	\$1,537,303	\$0	\$1,537,303	0.00%
1000070	Executive/Legislative	\$0	\$0	\$555,938	\$0	\$555,938	0.00%
2000010	Business Filing	\$0	\$0	\$1,012,400	\$0	\$1,012,400	0.00%
2000068	Certification	\$0	\$0	\$413,729	\$0	\$413,729	0.00%
3000030	Central Filing Agriculture Liens	\$0	\$0	\$190,140	\$0	\$190,140	0.00%
3000067	Notary	\$0	\$0	\$178,867	\$0	\$178,867	0.00%
4000040	Office of Administrative Rules	\$0	\$0	\$482,004	\$0	\$482,004	0.00%
8800001	Information Technology	\$0	\$0	\$2,453,092	\$0	\$2,453,092	0.00%
<b>Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$6,823,473</b>	<b>\$0</b>	<b>\$6,823,473</b>	<b>0.00%</b>

1. Please describe source(s) and % of total of "Other" funding for each department:

FY'23 Top Five Operational Appropriation Funding Requests						
Request by Priority	Request Description	Appropriation Request Amount (\$)				
Request 1:						
Request 2:						
Request 3:						
Request 4:						
Request 5:						
	Top Five Request Subtotal:					\$0
<b>Total Increase above FY-21 Budget (including all requests)</b>	\$ -					
Difference between Top Five requests and total requests:	\$0					
Does the agency have any costs associated with the Pathfinder retirement system and federal employees?						
No						
How would the agency be affected by receiving the same appropriation for FY '23 as was received in FY '22? (Flat/ 0% change)						
The agency does not receive appropriated funds.						
How would the agency handle a 2% appropriation reduction in FY '23?						
A reduction in operating budgets will lead to reduced services to citizens of the state. All legislative pass through's will be reduced by 2%.						
Is the agency seeking any fee increases for FY '23?						
No requests for fee increases anticipated.				Fee Increase Request (\$)	Statutory change required? (Yes/No)	
Increase 1						
Increase 2						
Increase 3						
What are the agency's top 2-3 capital or technology (one-time) requests, if applicable?						
Description of request in order of priority	No requests for appropriated funds.				Appropriated Amount (\$)	Submitted to LRCPC? (Yes/No)
Priority 1						
Priority 2						
Priority 3						
Federal Funds						
CFDA	Federal Program Name	Agency Dept. #	FY 22 budgeted	FY 21	FY 20	FY 19
	The Secretary of State does not receive federal funds.					
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						
FY'22 Budgeted FTE						
Division #	Division Name	Supervisors	Classified	Unclassified	\$0 - \$35 K	\$35 K - \$70 K
1000020	Administratioin	2	1	8	1	3
1000070	Executive/Legislative	1	1	1		1
2000010	Business Filing	1	3	8		10
2000068	Certification	1	3	2	1	4
3000030	Central Filing Agriculture Liens	0.33	2			2
3000067	Notary	0.33	1	1		2
4000040	Office of Administrative Rules	0.34	3	1		2
8800001	Information Technology	1	2	2.5		3.5
<b>Total</b>		<b>7</b>	<b>16</b>	<b>23.5</b>	<b>2</b>	<b>27.5</b>
FTE History						
Division #	Division Name	2022 Budgeted	2021	2020	2018	2017
1000020	Administratioin	9.0	9.8	8.5	6.0	4.8
1000070	Executive/Legislative	2.0	2.0	2.0	2.0	1.0
2000010	Business Filing	11.0	9.0	9.0	11.5	8.0
2000068	Certification	5.0	4.0	4.0	3.5	3.0
3000030	Central Filing Agriculture Liens	2.0	1.8	1.8	1.8	1.8
3000067	Notary	2.0	1.8	1.8	1.8	1.8
4000040	Office of Administrative Rules	4.0	3.5	3.5	3.5	3.5

8800001	Information Technology		4.5	3.8	4.0	4.0	4.8
<b>Total</b>			<b>39.5</b>	<b>35.5</b>	<b>34.5</b>	<b>34.0</b>	<b>28.5</b>

Performance Measure Review					
	FY 21	FY 20	FY 19	FY 18	FY 17
<b>Executive Legislative - 1000070</b>					
Continue to research expansion opportunities and customer requests for new or improved online access to filings and documents. Make recommendations to administration.	1	1	1	3	0
Obtain and review data reports from IT to identify and improve inefficient processes. Improve customer service by providing access to information and expanding methods to deliver service.	1	1	1	1	1
<b>Business Registration Service - 2000010</b>					
Continue to research expansion opportunities and customer requests for new or improved online access to filings and documents. Make recommendations to administration.	1	1	1	2	1
Obtain and review data reports from IT to identify and improve inefficient processes. Improve customer service by providing access to information and expanding methods to deliver service.	2	2	2	2	1
<b>Certification, Apostille and Summons - 2000068</b>					
Continue to research expansion opportunities and customer requests for new or improved online access to filings and documents. Make recommendations to administration.	1	1	1	1	2
Obtain and review data reports from IT to identify and improve inefficient processes. Improve customer service by providing access to information and expanding methods to deliver service.	1	1	1	2	1
<b>Central Filing System for Agricultural Liens - 3000030</b>					
Continue to research expansion opportunities and customer requests for new or improved online access to filings and documents. Make recommendations to administration.	1	1	1	1	1
Obtain and review data reports from IT to identify and improve inefficient processes. Improve customer service by providing access to information and expanding methods to deliver service.	1	1	1	2	1
<b>Notary Public - 3000067</b>					
Continue to research expansion opportunities and customer requests for new or improved online access to filings and documents. Make recommendations to administration.	1	1	1	1	0
Obtain and review data reports from IT to identify and improve inefficient processes. Improve customer service by providing access to information and expanding methods to deliver service.	1	1	1	2	1
<b>Office of Administrative Rules - 4000040</b>					
Continue to research expansion opportunities and customer requests for new or improved online access to filings and documents. Make recommendations to administration.	2	2	2	2	2
Obtain and review data reports from IT to identify and improve inefficient processes. Improve customer service by providing access to information and expanding methods to deliver service.	2	2	2	2	2

Revolving Funds (200 Series Funds)			
<i>Please provide fund number, fund name, description, and revenue source</i>	FY'19-21 Avg. Revenues	FY'19-21 Avg. Expenditures	June '21 Balance
<b>Fund 200: Revolving Fund for the Office of the Secretary of State</b>	\$12,339,546	\$4,714,409	\$5,782,624
<i>Established by 62 O.S. Section 276.1. Consists of fees and monies received by the Office of the Secretary of State for reproducing records or other papers or documents, and such other fees as are directed by law to be deposited in this fund, and any other miscellaneous receipts not otherwise directed by law. All monies accruing to the credit of said fund are hereby appropriated and may be budgeted and expended by the Office of the Secretary of State for costs incurred in performing the duties and functions of the Office.</i>			
<b>Fund 205: Central Filing System Revolving Fund</b>	\$138,946	\$144,130	\$452,379
<i>Established by 62 O.S. Section 276.3. Consists of all fees generated by paragraphs 4 through 9 of subsection A of Section 111 of Title 28 of the Oklahoma Statutes and all penalties collected pursuant to subsection (9) of Section 1-9-320.6 of Title 12A of the Oklahoma Statutes. All monies accruing to the credit of this fund are hereby appropriated and may be budgeted and expended by the Office of the Secretary of State for expenses related to the central filing system created pursuant to Section 1-9-320.6 of Title 12A of the Oklahoma Statutes.</i>			
<b>Fund 210: Secretary of State Charitable Solicitations Revolving Fund</b>	\$93,218	\$137,915	\$34,676
<i>Established by 62 O.S. Section 552.20. consist of all monies received by the Office of the Secretary of State from sources provided under this act and any appropriations made by the Legislature. All monies accruing to the credit of the fund are hereby appropriated and may be budgeted and expended by the Secretary of State in furtherance of its duties under the provisions of the Oklahoma Solicitation of Charitable Contributions Act.</i>			