

FY 2024 Budget Performance Review

62500 - Secretary of State

Lead Administrator: Brian Bingman, Secretary of State and Native American Affairs

Lead Financial Officer: Edith Steele, CFO

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, International Relations, 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'23 Budgeted Department Funding By Source

Dept. #	Department Name	Appropriations	Federal	Revolving	Local ¹	Other ²	Total
1000020	Administration			\$1,722,143			\$1,722,143
1000070	Executive/Legislative			\$543,198			\$543,198
2000010	Business Filing			\$1,014,403			\$1,014,403
2000068	Certification			\$411,292			\$411,292
3000030	Central Filing Agriculture Liens			\$109,458			\$109,458
3000067	Notary			\$265,838			\$265,838
4000040	Office of Administrative Rules			\$479,047			\$479,047
8800001	Information Technology			\$2,617,178			\$2,617,178
Total		\$0	\$0	\$7,162,557	\$0	\$0	\$7,162,557

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'22 Carryover by Funding Source

Class Fund #	Carryover Class Fund Name	Appropriations	Federal	Revolving	Local ¹	Other ²	Total
							\$0
							\$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'22 and FY'23?

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?

No

FY'24 Requested Funding By Department and Source

Dept. #	Department Name	Appropriations	Federal	Revolving	Other ¹	Total	% Change
1000020	Administration	\$0	\$0	\$1,722,143	\$0	\$1,722,143	0.00%
1000070	Executive/Legislative	\$0	\$0	\$543,198	\$0	\$543,198	0.00%
2000010	Business Filing	\$0	\$0	\$1,014,403	\$0	\$1,014,403	0.00%
2000068	Certification	\$0	\$0	\$411,292	\$0	\$411,292	0.00%
3000030	Central Filing Agriculture Liens	\$0	\$0	\$109,458	\$0	\$109,458	0.00%
3000067	Notary	\$0	\$0	\$265,838	\$0	\$265,838	0.00%
4000040	Office of Administrative Rules	\$0	\$0	\$479,047	\$0	\$479,047	0.00%
8800001	Information Technology	\$0	\$0	\$2,617,178	\$0	\$2,617,178	0.00%

	\$0	\$0	\$0	\$0	\$0	#DIV/0!
Total	\$0	\$0	\$7,162,557	\$0	\$7,162,557	0.00%
1. Please describe source(s) and % of total of "Other" funding for each department:						

FY'24 Top Five Operational Appropriation Funding Requests		
Request by Priority	Request Description	Appropriation Request Amount (\$)
Request 1: Request 2: Request 3: Request 4: Request 5:	The agency has no appropriation requests.	
Top Five Request Subtotal:		\$0
Total Increase above FY-23 Budget (including all requests)		\$ -
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 '24 as was received in FY '23? (Flat/ 0% change)
The agency does not receive appropriated funds.
How would the agency handle a 2% appropriation reduction in FY '24?
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 '24?	Fee Increase Request (\$)	Statutory change required? (Yes/No)
No requests for fee increases anticipated		
Increase 1		
Increase 2		
Increase 3		

What are the agency's top 2-3 capital or technology (one-time) requests, if applicable?	Appropriated Amount (\$)	Submitted to LRCP? (Yes/No)
Description of request in order of priority		
Priority 1	No requests for appropriated funds.	
Priority 2		
Priority 3		

Federal Funds						
CFDA	Federal Program Name	Agency Dept. #	FY 23 budgeted	FY 22	FY 21	FY 20
	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'23 Budgeted FTE							
Division #	Division Name	Supervisors	Non-Supervisors	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$100K	\$100K+
1000020	Administration	2.75	5.75	1	3	1	4
1000070	Executive/Legislative	1	1.00		1	1	
2000010	Business Filing	2	8.00		9	1	
2000068	Certification	1	4.00	1	4		
3000030	Central Filing Agriculture Liens	0.25	1.75		1		
3000067	Notary	0.25	1.75		3		
4000040	Office of Administrative Rules	0.5	3.50		3	1	
8800001	Information Technology	0.25	3.25		3	1	
Total		8.00	29.00	2	27	5	4

FTE History

Division #	Division Name	2023 Budgeted	2022	2021	2019	2014
1000020	Administration	8.5	9.0	9.8	8.5	6.0
1000021	International Relations			1.0	1.0	1.0
1000070	Executive/Legislative	2.0	2.0	2.0	2.0	2.0
2000010	Business Filing	10.0	11.0	9.0	9.0	11.5
2000068	Certification	5.0	5.0	4.0	4.0	3.5
3000030	Central Filing Agriculture Liens	1.0	2.0	1.8	1.8	1.8
3000067	Notary	3.0	2.0	1.8	1.8	1.8
4000040	Office of Administrative Rules	4.0	4.0	3.5	3.5	3.5
8800001	Information Technology	3.5	4.5	3.8	4.0	4.0
Total		37.0	39.5	36.5	35.5	35.0

Performance Measure Review					
	FY 22	FY 21	FY 20	FY 19	FY 18
Executive Legislative - 1000070					
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	3
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	3	1	1	1
Business Registration Service - 2000010					
Continue to research expansion opportunities and customer requests for new or improved online access to filings and documents. Make recommendations to administration.	2	2	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.	2	2	2	2	2
Certification, Apostille and Summons - 2000068					
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	1	2
Central Filing System for Agricultural Liens - 3000030					
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	1	2
Notary Public - 3000067					
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	1	2
Office of Administrative Rules - 4000040					
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)			
Please provide fund number, fund name, description, and revenue source	FY'20-22 Avg. Revenues	FY'20-22 Avg. Expenditures	June '22 Balance
Fund 200: Revolving Fund for the Office of the Secretary of State <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</i>	\$13,638,854	\$4,914,338	\$8,041,718
Fund 205: Central Filing System Revolving Fund <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</i>	\$132,153	\$102,942	\$576,002
Fund 210: Secretary of State Charitable Solicitations Revolving Fund <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</i>	\$97,410	\$87,185	\$135,515

FY 2023 Current Employee Telework Summary						
List each agency location, then report the number of employees associated with that location in the teleworking categories indicated. Use "No specified location" to account for remote employees not associated with a site. Use actual current employees, not budgeted or actual FTE.			Full-time and Part-time Employees (#)			
Agency Location / Address	City	County	Onsite (5 days onsite, rarely remote)	Hybrid (2-4 days onsite weekly)	Remote (1 day or less weekly onsite)	Total Employees
2300 North Lincoln, Room 122	Oklahoma	Oklahoma	6			6
421 N. W. 13, Suite 210	Oklahoma	Oklahoma	19.5	2	3	24.5
						0
						0
						0
Total Agency Employees						30.5