

## FY 2025 Budget Performance Review

### 625 Oklahoma Secretary of State

Version Original

Lead Administrator: Josh Cockroft, Secretary of State and Native American Affairs

Date submitted

Lead Financial Officer: Edith Steele

9/26/2023

#### 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

##### 2000010 BUSINESS FILINGS

*Process all business entity filings, certifications, orders, and document receipts.*

##### 2000068 CERTIFICATION, APOSTILLE, SUMMONS

*See Business Filing*

##### 3000067 NOTARY

*Responsible for reviewing applications for notary appointment and regulation of notary commissions.*

##### 4000040 OFFICE OF ADMINISTRATIVE RULES

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

##### 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 deputation agreements and compacts are also filed with this division*

##### 3000030 CENTRAL FILNG SYSTEM FOR AGRICULTURAL LIEN

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

#### FY'24 Budgeted Department Funding By Source

Dept. #	Department Name	Appropriations	Federal	Revolving	Local <sup>1</sup>	Other <sup>2</sup>	Total
2000010	BUSINESS FILING			\$1,726,294			\$1,726,294
2000068	CERTIFICATION, APOSTILLE AND SUMMONS			\$445,043			\$445,043
3000067	NOTARY			\$282,276			\$282,276
4000040	OFFICE OF ADMINISTRATIVE RULES			\$414,112			\$414,112
1000070	EXECUTIVE LEGISLATIVE			\$690,553			\$690,553
3000030	CENTRAL FILING SYSTEM FOR AGRICULTURAL LIEN			\$111,814			\$111,814
1000020	ADMINISTRATION			\$1,726,294			\$1,726,294
8800001	INFORMATION TECHNOLOGY			\$2,799,853			\$2,799,853
<b>Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$8,196,239</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,196,239</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'23 Carryover by Funding Source

Class Fund #	Carryover Class Fund Name	Appropriations	Federal	Revolving	Local <sup>1</sup>	Other <sup>2</sup>	Total
200	Revolving Fund			\$10,575,456			\$10,575,456
205	Central Filing System Revolving Fund			\$679,053			\$679,053
210	SS Charitable Solicitation Revolving Fund			\$243,721			\$243,721
700	Surface Damage Revolving Fund			\$601,848			\$601,848

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'23 and FY'24?

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**

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FY'25 Requested Funding By Department and Source							
Dept. #	Department Name	Appropriations	Federal	Revolving	Other <sup>1</sup>	Total	% Change
2000010	BUSINESS FILING	\$0		\$1,726,294	\$0	\$1,726,294	0.00%
2000068	CERTIFICATION, APOSTILLE AND SUMMONS	\$0		\$445,043	\$0	\$445,043	0.00%
3000067	NOTARY	\$0		\$282,276	\$0	\$282,276	0.00%
4000040	OFFICE OF ADMINISTRATIVE RULES	\$0		\$414,112	\$0	\$414,112	0.00%
1000070	EXECUTIVE LEGISLATIVE	\$0		\$690,553	\$0	\$690,553	0.00%
3000030	CENTRAL FILING SYSTEM FOR AGRICULTURAL LIEN	\$0		\$111,814	\$0	\$111,814	0.00%
1000020	ADMINISTRATION	\$0		\$1,726,294	\$0	\$1,726,294	0.00%
8800001	INFORMATION TECHNOLOGY	\$0		\$2,799,853	\$0	\$2,799,853	0.00%
<b>Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$8,196,239</b>	<b>\$0</b>	<b>\$8,196,239</b>	<b>0.00%</b>

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

FY'25 Top Five Operational Appropriation Funding Requests		
Request by Priority	Request Description	Appropriation Request Amount (\$)
Request 1: N/A		
<b>Total Increase above FY-24 Budget (including all requests)</b>		<b>\$ -</b>
Difference between Top Five requests and total requests:		<b>\$ -</b>

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 '25 as was received in FY '24? (Flat/ 0% change)

The Secretary of State does not receive appropriated funds.

How would the agency handle a 2% appropriation reduction in FY '25?

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 '25?		Fee Increase Request (\$)	Statutory change required? (Yes/No)
Increase 1	There are no anticipated fee increases for FY 25.		

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

Description of request in order of priority	Appropriated Amount (\$)	Submitted to LRCPC? (Yes/No)
Priority 1 The Secretary of State is not seeking any appropriations for capital or technology (one-time) requests.		

#### Federal Funds

CFDA	Federal Program Name	Agency Dept. #	FY 24 budgeted	FY 23	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 2024 Budgeted FTE

Division #	Division Name	Supervisors	Non-Supervisors	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$100K	\$100K+
2000010	BUSINESS FILING	2	7	0	8	1	0
2000068	CERTIFICATION, APOSTILLE AND SUMMONS	1	4	1	4	0	0
3000067	NOTARY	0.25	2.75	3	0	0	0
4000040	OFFICE OF ADMINISTRATIVE RULES	0.5	2.5	0	0	3	0
1000070	EXECUTIVE LEGISLATIVE	1	1	0	1	1	0
3000030	CENTRAL FILING SYSTEM FOR AGRICULTURAL LIEN	0.25	1	0	1	0	0
1000020	ADMINISTRATION	2.75	7.25	1	4	1	4
8800001	INFORMATION TECHNOLOGY	0.25	3.75	0	3	1	0

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Total		8 29.25 5 21 7 4	

#### FTE History by Fiscal Year

Division #	Division Name	FY 2024 Budgeted	FY 2024 YTD	FY 2023	FY 2022	FY 2021	FY 2016
2000010	BUSINESS FILING	9.0	10.0	10.0	11.0	9.0	11.0
2000068	CERTIFICATION, APOSTILLE AND SUMMONS	5.0	5.0	5.0	5.0	4.0	3.0
3000067	NOTARY	3.0	3.0	3.0	2.0	1.8	1.0
4000040	OFFICE OF ADMINISTRATIVE RULES	3.0	4.0	4.0	4.0	3.5	4.0
1000070	EXECUTIVE LEGISLATIVE	2.0	4.0	2.0	2.0	2.0	3.0
3000030	CENTRAL FILING SYSTEM FOR AGRICULTURAL LIEN	1.0	1.0	1.0	2.0	1.8	4.0
1000020	ADMINISTRATION	10.0	5.0	9.0	9.0	9.8	5.0
8800001	INFORMATION TECHNOLOGY	3.5	3.5	3.0	4.5	3.8	6.0
<b>Total</b>		<b>36.5</b>	<b>35.5</b>	<b>37.0</b>	<b>39.5</b>	<b>35.5</b>	<b>37.0</b>

#### Performance Measure Review

Performance Measure	FY 2023	FY 2022	FY 2021	FY 2020	FY 2019
<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	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	2	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	2	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.	2	2	2	2	2
<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	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	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	1	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	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	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)

Revolving Fund Description	FY'21-23 Avg. Revenues	FY'21-23 Avg. Expenditures	June '23 Balance
<b>Fund 200: Revolving Fund for the Office of the Secretary of State</b>			
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.	\$14,714,061	\$4,923,490	\$10,575,456
<b>Fund 205: Central Filing System Revolving Fund</b>			
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.	\$117,507	\$50,022	\$679,053
<b>Fund 210: Secretary of State Charitable Solicitations Revolving Fund</b>			
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.	\$324,990	\$36,312	\$243,721

#### FY 2024 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 (headcount), not budgeted or actual FTE.		Full-time and Part-time Employees (#)
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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 City	Oklahoma	6			6
421 N. W. 13, Suite 210	Oklahoma City	Oklahoma	25.5	2	3	30.5
<b>Total Agency Employees</b>						<b>36.5</b>