

**FY 2026 Budget Performance Review
625 Oklahoma Secretary of State**

Version Original
Lead Administrator: Josh Cockroft, Secretary of State

Date submitted
Lead Financial Officer: Edith Steele

9/26/2024

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 deputization agreements and compacts are also filed with this division

3000030 CENTRAL FILING SYSTEM FOR AGRICULTURAL LIEN

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

FY'25 Budgeted Department Funding By Source

Dept. #	Department Name	Appropriations	Federal	Revolving	Local ¹	Other ²	Total
2000010	BUSINESS FILING			\$781,433			\$781,433
2000068	CERTIFICATION, APOSTILLE AND SUMMONS			\$526,325			\$526,325
3000067	NOTARY			\$185,573			\$185,573
4000040	OFFICE OF ADMINISTRATIVE RULES			\$428,916			\$428,916
1000070	EXECUTIVE LEGISLATIVE			\$1,035,994			\$1,035,994
3000030	CENTRAL FILING SYSTEM FOR AGRICULTURAL LIEN			\$107,726			\$107,726
1000020	ADMINISTRATION			\$2,004,230			\$2,004,230
8800001	INFORMATION TECHNOLOGY			\$2,825,829			\$2,825,829
Total:		\$0	\$0	\$7,896,026	\$0	\$0	\$7,896,026

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:

Balances of Appropriated Funds from Prior Fiscal Years

3-digit Class Fund #	Class Fund Name	GA Bill # and Section #	Fiscal Year of Original Appropriation	Original Appropriation Amount (\$)	Total Expended Amount as of 8/31/2024 (\$)	Balance as of 8/31/2024 (\$)
	N/A					\$0
Total remaining prior year appropriation balance:						\$0

Report appropriations that have existing balances from all prior fiscal years at the 3-digit class fund number (i.e. 193, 194). Do not report carryover class funds separately. Include appropriations located in disbursing funds. Report PREP, but not ARPA/SRF, appropriations.

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What changes did the agency make between FY'24 and FY'25?

- 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

Appropriation Increase Review

Appropriation Increase Purpose	Appropriation Increases (Additional to Agency Base Appropriation)			Expenditures	
	FY 2023	FY 2024	Total Amount Received FY 2023-2024	Total Expenditure of Increase as of 6/30/2024	If funds have not been spent, please explain why.
N/A			\$0		
Total:	\$0	\$0	\$0	\$0	

List appropriation increases that the agency has received in the prior two years. List amounts received in each year. Include PREP, but not ARPA/SRF, appropriations.

FY'26 Requested Funding By Department and Source

Dept. #	Department Name	Appropriations	Federal	Revolving	Other ¹	Total	% Change
2000010	BUSINESS FILING	\$0	\$0	\$781,433	\$0	\$781,433	0.00%
2000068	CERTIFICATION, APOSTILLE AND SUMMONS	\$0	\$0	\$526,325	\$0	\$526,325	0.00%
3000067	NOTARY	\$0	\$0	\$185,573	\$0	\$185,573	0.00%
4000040	OFFICE OF ADMINISTRATIVE RULES	\$0	\$0	\$428,916	\$0	\$428,916	0.00%
1000070	EXECUTIVE LEGISLATIVE	\$0	\$0	\$1,035,994	\$0	\$1,035,994	0.00%
3000030	CENTRAL FILING SYSTEM FOR AGRICULTURAL LIEN	\$0	\$0	\$107,726	\$0	\$107,726	0.00%
1000020	ADMINISTRATION	\$0	\$0	\$2,004,230	\$0	\$2,004,230	0.00%
8800001	INFORMATION TECHNOLOGY	\$0	\$0	\$2,825,829	\$0	\$2,825,829	0.00%
Total:		\$0	\$0	\$7,896,026	\$0	\$7,896,026	0.00%

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

FY'26 Top Five Operational Appropriated Funding Increase Requests

Request by Priority	Request Description	Is this a Supplemental Request? (Yes/No)	Timeframe (One-Time or Recurring)	Appropriation Request Increase Amount (\$)
Request 1: N/A				
Total Increase above FY-25 Budget (including all requests)				\$0
Difference between Top Five requests and total requests:				\$0

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

Description of requested increase in order of priority	Needed State Funding for Project (\$)	Submitted to LRCPC or OCAMP? (Yes/No)
Priority 1 The Secretary of State is not seeking any appropriations for capital or technology (one-time) requests.		

List any requests for new construction from the Legacy Capital Fund

Description of requested increase in order of priority	Needed State Funding for Project (\$)	Submitted to LRCPC? (Yes/No)
Priority 1 The Secretary of State is not seeking any requests for new construction from the Legacy Capital Fund		

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

The Secretary of State does not receive appropriated funds.

How would the agency handle a 2% appropriation reduction in FY '26?

Although the Secretary of State does not receive appropriated funds, a 2 % reduction to our operating budget would lead to reduced services to citizens of the state and all legislative

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pass throughs.

Is the agency seeking any fee increases for FY '26?

Description of requested increase in order of priority	Fee Increase Request (\$)	Statutory change required? (Yes/No)
Increase 1 <i>There are no anticipated fee increases for FY 26.</i>		

Federal Funds

CFDA	Federal Program Name	Agency Dept. #	FY 25 budget (\$)	FY 24 actuals (\$)	FY 23 actuals (\$)	FY 22 actuals (\$)	FY 24 budgeted FTE (#)
	<i>The Secretary of State does not receive Federal funds.</i>						

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 2025 Budgeted FTE

Division #	Division Name	Supervisors	Non-Supervisors	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$100K	\$100K+
2000010	BUSINESS FILING	2	6	0	7	1	0
2000068	CERTIFICATION, APOSTILLE AND SUMMONS	1	4	0	5	0	0
3000067	NOTARY	0.25	2.5	0	2	0	0
4000040	OFFICE OF ADMINISTRATIVE RULES	0.5	2.5	0	2	1	0
1000070	EXECUTIVE LEGISLATIVE	1	1	0	2	1	0
3000030	CENTRAL FILING SYSTEM FOR AGRICULTURAL LIEN	0.25	1	0	1	0	0
1000020	ADMINISTRATION	2.75	5	0	4	1	5
8800001	INFORMATION TECHNOLOGY	0.25	2.5	0	2		0
Total		8	24.5	0	25	4	5

FTE History by Fiscal Year

Division #	Division Name	FY 2025 Budgeted	FY 2025 YTD	FY 2024	FY 2023	FY 2022	FY 2016
2000010	BUSINESS FILING	8.00	8.00	10	10	11	11
2000068	CERTIFICATION, APOSTILLE AND SUMMONS	5.00	5.00	5	5	5	3
3000067	NOTARY	2.75	2.75	3	3	2	1
4000040	OFFICE OF ADMINISTRATIVE RULES	3.00	3.00	4	4	4	4
1000070	EXECUTIVE LEGISLATIVE	2.00	2.00	4	2	2	3
3000030	CENTRAL FILING SYSTEM FOR AGRICULTURAL LIEN	1.25	1.25	1	1	2	4
1000020	ADMINISTRATION	7.75	6.75	5	9	9	5
8800001	INFORMATION TECHNOLOGY	2.75	2.75	4	3	5	6
Total		32.5	31.5	35.5	37.0	39.5	37.0

Performance Measure Review

Executive Legislative - 1000070	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
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	2	1	1
Business Registration Service - 2000010	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
Continue to research expansion opportunities and customer requests for new or improved online access to filings and documents. Make recommendations to administration.	1	1	2	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
Certification, Apostille and Summons - 2000068	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
Continue to research expansion opportunities and customer requests for new or					

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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
Central Filing System for Agricultural Liens – 3000030	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
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
Notary Public - 3000067	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
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
Office of Administrative Rules - 4000040	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
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			
Fund 200: Revolving Fund for the Office of the Secretary of State	FY'22-24 Avg. Revenues	FY'22-24 Avg. Expenditures	June '24 Balance
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.	\$14,982,235	\$5,112,405	\$9,907,578
Fund 205: Central Filing System Revolving Fund	FY'22-24 Avg. Revenues	FY'22-24 Avg. Expenditures	June '24 Balance
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.	\$101,494	\$0	\$755,267
Fund 210: Secretary of State Charitable Solicitations Revolving Fund	FY'22-24 Avg. Revenues	FY'22-24 Avg. Expenditures	June '24 Balance
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.	\$187,208	\$650	\$340,802

Employee Telework Summary			Full-time and Part-time Employees (#)			
		County	Onsite (5 days onsite, rarely remote)	Hybrid (2-4 days onsite weekly)	Remote (1 day or less weekly onsite)	Total Employees
List each agency physical location (not division), 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.		Oklahoma				
Agency Location / Address	City					0
2300 North Lincoln, Room 122	Oklahoma City	Oklahoma	6			6
421 N. W. 13, Suite 210	Oklahoma City	Oklahoma	19.5	5	2	26.5

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Total Agency Employees 32.5