

FY 2027 Budget Performance Review

625 Oklahoma Secretary of State

Version Original
Lead Administrator:

Date submitted
Lead Financial Officer: Colin Autin

XX/XX/XXXX

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.

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

FY'26 Budgeted Department Funding By Source

Dept. #	Department Name	Appropriations	Federal	Revolving	Local ¹	Other ²	Total
2000010	BUSINESS FILING	\$0	\$0	\$783,636	\$0	\$0	\$783,636
2000068	CERTIFICATION, APOSTILLE AND SUMMONS	\$0	\$0	\$501,701	\$0	\$0	\$501,701
3000067	NOTARY	\$0	\$0	\$189,689	\$0	\$0	\$189,689
4000040	OFFICE OF ADMINISTRATIVE RULES	\$0	\$0	\$409,015	\$0	\$0	\$409,015
1000070	EXECUTIVE LEGISLATIVE	\$0	\$0	\$328,129	\$0	\$0	\$328,129
1000020	ADMINISTRATION	\$0	\$0	\$1,896,694	\$0	\$0	\$1,896,694
8800001	INFORMATION TECHNOLOGY	\$0	\$0	\$6,567,524	\$0	\$0	\$6,567,524
Total		\$0	\$0	\$10,676,388	\$0	\$0	\$10,676,388

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 8/31/2025 (\$)	Balance as of 8/31/2025 (\$)
N/A						\$0
<i>Total remaining prior year appropriation balance:</i>						\$0

Report appropriations that have existing balances from all prior fiscal years at the 3-digit class fund number (i.e. 194, 195). Do not report carryover class funds separately. Include appropriations located in disbursing funds. Report PREP, but not ARPA/SRF, appropriations.

What changes did the agency make between FY'25 and FY'26?

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 Increases

Expenditures

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Appropriation Increase Purpose		FY 2024	FY 2025	Total Amount Received FY 2024-2025	Total Expenditure of Increase as of 6/30/2025	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'27 Requested Funding By Department and Source

Dept. #	Department Name	Appropriations	Federal	Revolving	Other ¹	Total	% Change
2000010	BUSINESS FILING	\$0	\$0	\$783,636	\$0	\$783,636	0.00%
2000068	CERTIFICATION, APOSTILLE AND SUMMONS	\$0	\$0	\$501,701	\$0	\$501,701	0.00%
3000067	NOTARY	\$0	\$0	\$189,689	\$0	\$189,689	0.00%
4000040	OFFICE OF ADMINISTRATIVE RULES	\$0	\$0	\$409,015	\$0	\$409,015	0.00%
1000070	EXECUTIVE LEGISLATIVE	\$0	\$0	\$328,129	\$0	\$328,129	0.00%
1000020	ADMINISTRATION	\$0	\$0	\$1,896,694	\$0	\$1,896,694	0.00%
8800001	INFORMATION TECHNOLOGY	\$0	\$0	\$6,567,524	\$0	\$6,567,524	0.00%
Total		\$0	\$0	\$10,676,388	\$0	\$10,676,388	0.00%

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

FY'27 Top Five Incremental Appropriated Funding Increase Requests

Request by	Request Description	Is this a	Timeframe	Appropriation
Request 1:	N/A			
			Top Five Request Subtotal:	\$0
	Total Increase above FY-26 Budget (including all requests)			
	Difference between Top Five requests and total requests:			\$0

* Capital requests in the table above should be listed in the next table.

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

Description of requested increase in order of priority	Total Project Cost (\$)	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 has any costs associated with the Pathfinder retirement system and federal employees? If so, please describe the impact.

How would the agency be affected by receiving the same appropriation for FY '27 as was received in FY '26? (Flat / 0% change)

The Secretary of State does not receive appropriated funds.

How would the agency handle a 2% appropriation reduction in FY '27?

The Secretary of State does not receive appropriated funds.

Is the agency seeking any fee increases for FY '27?

The Secretary of State is not seeking a fee increase for FY '27.

Increase 1

Federal Funds

CFDA	Federal Program Name	Agency Dept. #	FY 26 budget (\$)	FY 25 actuals (\$)	FY 24 actuals (\$)	FY 23 actuals (\$)	FY 25 budgeted FTE (#)
	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?

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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 2026 Budgeted FTE

Division #	Division Name	Supervisors	Non-Supervisors	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$100K	\$100K+
2000010	BUSINESS FILING	2	5	0	6	1	0
2000068	CERTIFICATION, APOSTILLE AND SUMMONS	1	5	0	6	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	1	1	0
1000020	ADMINISTRATION	2.75	2.75	0	2	2	5
8800001	INFORMATION TECHNOLOGY	0.25	2.5	0	1	2	0
Total		7.75	21.25	0	20	7	5

FTE History by Fiscal Year

Division #	Division Name	FY 2026 Budgeted	FY 2026 YTD	FY 2025	FY 2024	FY 2023	FY 2017
2000010	BUSINESS FILING	7.0	7.0	8.0	10.0	10.0	
2000068	CERTIFICATION, APOSTILLE AND SUMMONS	6.0	6.0	5.0	5.0	5.0	
3000067	NOTARY	2.0	2.0	2.8	3.0	3.0	
4000040	OFFICE OF ADMINISTRATIVE RULES	3.0	2.0	3.0	4.0	4.0	
1000070	EXECUTIVE LEGISLATIVE	2.0	2.0	2.0	4.0	2.0	
1000020	ADMINISTRATION	8.0	8.0	6.8	5.0	9.0	
8800001	INFORMATION TECHNOLOGY	2.5	2.5	2.8	3.5	3.0	
Total		30.5	29.5	30.3	34.5	36.0	0.0

Performance Measure Review

Executive Legislative - 1000070		FY 2025	FY 2024	FY 2023	FY 2022	FY 2021
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
Business Registration Service - 2000010		FY 2025	FY 2024	FY 2023	FY 2022	FY 2021
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	2
Certification, Apostille and Summons - 2000068		FY 2025	FY 2024	FY 2023	FY 2022	FY 2021
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 2025	FY 2024	FY 2023	FY 2022	FY 2021
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

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expanding methods to deliver service.

Office of Administrative Rules - 4000040	FY 2025	FY 2024	FY 2023	FY 2022	FY 2021
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)

Fund 200: Revolving Fund for the Office of the Secretary of State	FY'23-25 Avg. Revenues	FY'23-25 Avg. Expenditures	June 2025 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	\$15,291,719	\$5,321,207	\$14,200,496
Fund 210: Secretary of State Charitable Solicitations Revolving Fund	FY'23-25 Avg. Revenues	FY'23-25 Avg. Expenditures	June 2025 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	\$414,910	\$0	\$470,191

FY 2026 Current Employee Telework Summary

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.

Agency Location / Address	City	County	Full-time and Part-time Employees (#)			
			Onsite (5 days onsite,	Hybrid (2-4 days onsite	Remote (1 day or less	Total Employees
2300 North Lincoln, Room 122	Oklahoma City	Oklahoma	7	0	0	7
421 N. W. 13, Suite 210	Oklahoma City	Oklahoma	22.5	0	0	22.5
Total Agency Employees				29.5		