



DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
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May 14, 2014

The Honorable Mark Leno, Chairman
The Joint Legislative Budget Committee
1020 N Street, Room 553
Sacramento, CA 95814

Mr. Michael Cohen, Director
Department of Finance
915 L Street
Sacramento, CA 95814

Dear Senator Leno and Mr. Cohen:

Attached is my April report on the time it is taking to process various business filings, in accordance with the Budget Act of 2013 (Chapter 20, Statutes of 2013). You can find previous reports posted on my website at www.sos.ca.gov/admin/reports/bus-filing-processing-time-report.htm. If you have any questions about this report, please feel free to contact me at (916) 653-7244 or have your staff contact my Deputy Secretary of State for Legislation, Bart Broome, at (916) 653-6774.

Sincerely,

A handwritten signature in black ink that reads 'Debra Bowen' in a cursive script.

Debra Bowen
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

May 14, 2014

Secretary of State's Report to Department of Finance and Joint Legislative Budget Committee

The Business Programs Division Backlogs Finance Letter was approved and incorporated into the Budget Act of 2013 (Chapter 20, Statutes of 2013). The Budget Act of 2013 requires the Secretary of State to report by the 15th of each month to the Department of Finance and the Joint Legislative Budget Committee (JLBC) on the progress made on reducing the processing time for business filings.

This is the report for April 2014 and covers the period of April 1, 2014, through April 30, 2014.

Document Processing	Business Entities	Statements of Information
Processing Times as of April 1, 2014	5 days	4 days
Processing Times as of April 30, 2014	4 days	3 days
Average Processing Times	5 days	4 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of April 1, 2014	6,475	7,354	13,829
Documents Received during This Reporting Period	38,764	50,404	89,168
Documents Processed during This Reporting Period*	35,818	45,316	81,134
Documents Awaiting Processing as of April 30, 2014	6,475	13,583	20,058
Documents Received since May 1, 2013	434,680	534,351	969,031
Documents Processed since May 1, 2013	455,797	599,280	1,055,077
Preclear/Expedites Processed during This Reporting Period	3,381	208	3,589
Preclear/Expedites Processed since May 1, 2013	47,388	3,084	50,472

Staffing	Permanent	Limited Term	Total
BPD FY 2013/14 Authorized Positions	273.1	54.0	327.1
Filled Positions as of April 30, 2014	259.1	41.0	300.1
Vacant Positions as of April 30, 2014	14.0	13.0	27.0
Estimated Average Vacancy Rate for this Reporting Period	6%	27%	10%

Staffing	Total
Number of Temporary Workers	114
Hours Worked by Temporary Workers during This Reporting Period	10,496
Temporary Hours Worked since May 1, 2013	133,643
Overtime Hours Worked during This Reporting Period	2,551
Overtime Hours Worked since May 1, 2013	31,483

* Documents Processed includes Preclear/Expedite requests.

The processing times shown for the first and final day of the reporting period are snapshots in time. Throughout the month, the processing times fluctuate daily depending on the number of documents received each day (some days have higher volumes than others) and the number of documents processed. All days are reported in business days.