



**DEBRA BOWEN** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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November 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 October report on the time it is taking to process various business filings, in accordance with the Budget Act of 2014 (Chapter 25, Statutes of 2014). You can find previous reports posted on my website at [www.sos.ca.gov/admin/reports/bus-filing-processing-time-report.htm](http://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 Chief of the Business Programs Division, Betsy Bogart, at (916) 651-6973.

Sincerely,

A handwritten signature in black ink that reads "Debra Bowen".

Debra Bowen  
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

November 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 2014 (Chapter 25, Statutes of 2014). The Secretary of State is reporting on the 15<sup>th</sup> of each month to the Department of Finance and the Joint Legislative Budget Committee (JLBC) on the processing time for business filings.

This is the report for October 2014 and covers the period of October 1, 2014, through October 31, 2014.

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>
Processing Times as of October 1, 2014	5 days	4 days
Processing Times as of October 31, 2014	5 days	5 days
Average Processing Times	4 days	5 days

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>	<b>Total</b>
Documents in Processing as of October 1, 2014	5,080	8,709	13,789
Documents Received during This Reporting Period	36,084	48,058	84,142
Documents Processed during This Reporting Period*	37,250	46,679	83,929
Documents Awaiting Processing as of October 31, 2014	3,914	10,088	14,002
Documents Received since May 1, 2013	626,892	800,424	1,427,316
Documents Processed since May 1, 2013	648,641	862,187	1,510,828
Preclear/Expedites Processed during This Reporting Period	2,721	158	2,879
Preclear/Expedites Processed since May 1, 2013	64,335	4,004	68,339

<b>Staffing</b>	<b>Permanent</b>	<b>Limited Term</b>	<b>Total</b>
BPD FY 2013/14 Authorized Positions	273.1	52.0	325.1
Filled Positions as of October 31, 2014	254.6	46.0	300.6
Vacant Positions as of October 31, 2014	18.5	6.0	24.5
Estimated Average Vacancy Rate for this Reporting Period	7%	11%	7%

<b>Staffing</b>	<b>Total</b>
Number of Temporary Workers	98
Hours Worked by Temporary Workers during This Reporting Period	8,564
Temporary Hours Worked since May 1, 2013	196,404
Overtime Hours Worked during This Reporting Period	1,659
Overtime Hours Worked since May 1, 2013	41,604

\* 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.