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March 10, 2016

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 the February 2016 report on the time it is taking to process various business filings, in accordance with the Budget Act of 2015 (Chapter 10, Statutes of 2015). We are through our annual peak filing period and our processing times are back down to the average 5 business days.

Previous reports are posted on the Secretary of State's office website at www.sos.ca.gov/administration/agency-reports/business-filing-processing-time-agency-reports.

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) 695-1197.

Sincerely,

A handwritten signature in black ink that reads 'Alex Padilla'.

Alex Padilla
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

March 10, 2016

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 2015 (Chapter 10, Statutes of 2015). The Secretary of State is reporting on the 15th 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 February 2016 and covers the period of February 1, 2016, through February 29, 2016. We are through our annual peak filing period and our processing times are back down to average 5 business days.

Document Processing	Business Entities	Statements of Information
Processing Times as of February 1, 2016	5 days	7 days
Processing Times as of February 29, 2016	6 days	4 days
Average Processing Times	5 days	5 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of February 1, 2016	6,767	13,228	19,995
Documents Received during This Reporting Period	36,120	56,372	92,492
Documents Processed during This Reporting Period*	34,212	60,012	94,224
Documents Awaiting Processing as of February 29, 2016	8,675	9,588	18,263
Documents Received since May 1, 2013	1,222,306	1,582,041	2,804,347
Documents Processed since May 1, 2013	1,239,314	1,644,304	2,883,618
Preclear/Expedites Processed during This Reporting Period	2,616	341	2,957
Preclear/Expedites Processed since May 1, 2013	108,119	7,640	115,759

Staffing	Permanent	Limited Term	Total
BPD FY 2015/16 Authorized Positions	273.1	52.0	325.1
Filled Positions as of February 29, 2016	265.1	36.0	301.1
Vacant Positions as of February 29, 2015	8.0	16.0	24.0
Estimated Average Vacancy Rate for this Reporting Period	2%	31%	6%

Staffing	Total
Number of Temporary Workers	122
Hours Worked by Temporary Workers during This Reporting Period	9,100
Temporary Hours Worked since May 1, 2013	366,301
Overtime Hours Worked during This Reporting Period	3,974
Overtime Hours Worked since May 1, 2013	82,526

¹ The processing times shown for the first and final day of the reporting period are snapshots in time. Processing times, in the form of business days, are tracked on a daily basis throughout the reporting period and from that information, the average processing time for the month is calculated. 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.

² Documents Processed includes Preclear/Expedites processed