



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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April 14, 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 March 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). 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](http://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, appearing to read "Alex Padilla".

Alex Padilla  
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

April 14, 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 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 March 2016 and covers the period of March 1, 2016, through March 31, 2016.

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>
Processing Times as of March 1, 2016	6 days	4 days
Processing Times as of March 31, 2016	5 days	5 days
Average Processing Times	5 days	5 days

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>	<b>Total</b>
Documents in Processing as of March 1, 2016	8,675	9,588	18,263
Documents Received during This Reporting Period	39,488	55,800	95,288
Documents Processed during This Reporting Period*	39,711	52,504	92,215
Documents Awaiting Processing as of March 31, 2016	8,452	12,884	21,336
Documents Received since May 1, 2013	1,261,794	1,637,841	2,899,635
Documents Processed since May 1, 2013	1,279,025	1,696,808	2,975,833
Preclear/Expedites Processed during This Reporting Period	2,988	306	3,294
Preclear/Expedites Processed since May 1, 2013	111,107	7,946	119,053

<b>Staffing</b>	<b>Permanent</b>	<b>Limited Term</b>	<b>Total</b>
BPD FY 2015/16 Authorized Positions	273.1	52.0	325.1
Filled Positions as of February 29, 2016	262.6	36.0	298.6
Vacant Positions as of February 29, 2015	10.5	16.0	26.5
Estimated Average Vacancy Rate for this Reporting Period	3%	31%	8%

<b>Staffing</b>	<b>Total</b>
Number of Temporary Workers	114
Hours Worked by Temporary Workers during This Reporting Period	9,943
Temporary Hours Worked since May 1, 2013	376,244
Overtime Hours Worked during This Reporting Period	2,954
Overtime Hours Worked since May 1, 2013	85,480

<sup>1</sup> 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.

<sup>2</sup> Documents Processed includes Preclear/Expedites processed