



DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
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September 11, 2013

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

Ms. Ana J. Matosantos, Director of Finance
Department of Finance
915 L Street
Sacramento, CA 95814

Dear Senator Leno and Ms. Matosantos:

Attached is my office's August report on the progress made on reducing the processing time for business filings, in accordance with the Budget Act of 2013 (Chapter 20, Statutes of 2013). If you have any questions about this report, please feel free to contact me at (916) 653-7244.

Sincerely,

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

Debra Bowen
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

September 11, 2013

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 on 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 August 2013, and covers the period of August 1, 2013, through August 31, 2013.

Document Processing	Business Entities	Statements of Information
Processing Times as of August 1, 2013	14 days	34 days
Processing Times as of August 31, 2013	14 days	19 days
Average Processing Times	12 days	24 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of August 1, 2013	6,491	42,955	49,446
Documents Received during This Reporting Period	29,882	44,165	74,047
Documents Processed during This Reporting Period *	29,464	57,930	87,394
Documents Awaiting Processing as of August 31, 2013	6,909	29,190	36,099
Documents Received since May 1, 2013	135,934	181,933	317,867
Documents Processed since May 1, 2013	154,688	230,823	385,511
Preclear/Expedites Processed during This Reporting Period	4,074	333	4,407
Preclear/Expedites Processed since May 1, 2013	19,768	1,568	21,336

Staffing	Permanent	Limited Term	Total
BPD FY 2013/14 Authorized Positions	273.1	54.0	327.1
Filled Positions as of August 31, 2013	260.1	26.0	286.1
Vacant Positions as of August 31, 2013	13.0	28.0	41.0
Estimated Average Vacancy Rate for this Reporting Period	4%	52%	12%

Staffing	Total
Number of Temporary Workers	136
Hours Worked by Temporary Workers during This Reporting Period	15,535
Temporary Hours Worked since May 1, 2013	45,151
Overtime Hours Worked during This Reporting Period	2,399
Overtime Hours Worked since May 1, 2013	15,269

* Documents Processed includes Preclear/Expedites processed

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 calendar days.