DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
1500 11th Street, 6th floor | Sacramento, CA 95814 | Tel (916) 653-7244 | Fax (916) 653-4620 | www.sos.ca.gov

January 7, 2014

The Honorable Mark Leno, Chairman
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 December 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). 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,

Debra Bowen

Debra Bowen
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

January 7, 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 December 2013, and covers the period of December 1, 2013, through December 31, 2013.

Document Processing	Business Entities	Statements of Information
Processing Times as of December 1, 2013	3 days	4 days
Processing Times as of December 31, 2013	5 days	3 days
Average Processing Times	4 days	4 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of December 1, 2013	3,721	11,003	14,724
Documents Received during This Reporting Period	46,617	39,710	86,327
Documents Processed during This Reporting Period*	39,165	41,316	80,481
Documents Awaiting Processing as of December 31, 2013	11,173	9,397	20,570
Documents Received since May 1, 2013	282,282	347,166	629,448
Documents Processed since May 1, 2013	296,772	415,849	712,621
Preclear/Expedites Processed during This Reporting Period	4134	206	4,340
Preclear/Expedites Processed since May 1, 2013	34,291	2,418	36,709

Staffing	Permanent	Limited Term	Total
BPD FY 2013/14 Authorized Positions	273.1	54.0	327.1
Filled Positions as of December 31, 2013	262.1	37.0	299.1
Vacant Positions as of December 31, 2013	11.0	17.0	28.0
Estimated Average Vacancy Rate for this Reporting Period	5%	36%	10%

Staffing	Total
Number of Temporary Workers	127
Hours Worked by Temporary Workers during This Reporting Period	12,194
Temporary Hours Worked since May 1, 2013	90,874
Overtime Hours Worked during This Reporting Period	2,578
Overtime Hours Worked since May 1, 2013	24,071

* 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 business days.