



**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](http://www.sos.ca.gov)

August 7, 2013

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

Dear Senator Leno:

Attached is my office's July report on the progress made on reducing the processing time for business filings, in accordance with AB 113, Chapter 3, 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

## July 2013 – Secretary of State’s Report to Department of Finance and Joint Legislative Budget Committee

August 7, 2013

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 July 2013, and covers the period of June 28, 2013, through July 31, 2013.

Document Processing	Business Entities	Statements of Information
Processing Times as of June 28, 2013	8 days	37 days
Processing Times as of July 31, 2013	14 days	34 days
Average Processing Times	13 days	38 days

Document Processing	Business Entities	Statement of Information	Total
Documents in Processing as of June 28, 2013	6,728	51,097	57,825
Documents Received during This Reporting Period	31,579	48,333	79,912
Documents Processed during This Reporting Period *	31,816	56,475	88,291
Documents Awaiting Processing as of July 31, 2013	6,491	42,955	49,446
Documents Received since May 1, 2013	106,052	137,768	243,820
Documents Processed since May 1, 2013*	125,224	172,893	298,117
Preclear/Expedites Processed during This Reporting Period	4,290	418	4,708
Preclear/Expedites Processed since May 1, 2013	15,694	1,235	16,929

Staffing	Permanent	Limited Term	Total
BPD FY 2013/14 Authorized Positions	273.1	54.0	327.1
Filled Positions as of July 31, 2013	265.1	26.0	291.1
Vacant Positions as of July 31, 2013	8.0	28.0	36.0
Estimated Average Vacancy Rate for this Reporting Period	3%	69%	14%

Staffing	Total
Number of Temporary Workers as of July 31, 2013	145
Hours Worked by Temporary Workers during This Reporting Period	18,299
Temporary Hours Worked since May 1, 2013	47,915
Overtime Hours Worked during This Reporting Period	3,001
Overtime Hours Worked since May 1, 2013	12,870

\* 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.