



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

November 13, 2013

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 October 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 or have your staff contact my Deputy Secretary of State for Legislation, Bart Broome, at (916) 653-6774.

Sincerely,

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

Debra Bowen
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

November 13, 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 October 2013, and covers the period of October 1, 2013, through October 31, 2013.

Document Processing	Business Entities	Statements of Information
Processing Times as of October 1, 2013	6 days	6 days
Processing Times as of October 31, 2013	4 days	5 days
Average Processing Times	6 days	6 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of October 1, 2013	4,276	15,260	19,536
Documents Received during This Reporting Period	36,232	47,023	83,255
Documents Processed during This Reporting Period*	36,683	50,725	87,408
Documents Awaiting Processing as of October 31, 2013	3,825	11,558	15,383
Documents Received since May 1, 2013	206,280	270,427	476,707
Documents Processed since May 1, 2013	228,118	336,949	565,067
Preclear/Expedites Processed during This Reporting Period	3,736	195	3,931
Preclear/Expedites Processed since May 1, 2013	27,278	2,062	29,340

Staffing	Permanent	Limited Term	Total
BPD FY 2013/14 Authorized Positions	273.1	54.0	327.1
Filled Positions as of October 31, 2013	265.1	29.0	294.1
Vacant Positions as of October 31, 2013	8.0	25.0	33.0
Estimated Average Vacancy Rate for this Reporting Period	4%	44%	10%

Staffing	Total
Number of Temporary Workers	131
Hours Worked by Temporary Workers during This Reporting Period	12,459
Temporary Hours Worked since May 1, 2013	68,479
Overtime Hours Worked during This Reporting Period	1,770
Overtime Hours Worked since May 1, 2013	19,898

* Documents Processed includes Preclear/Expedite requests 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.