



DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
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March 12, 2014

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 my February 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,

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

Debra Bowen
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

March 12, 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 February 2014, and covers the period of February 1, 2014, through February 28, 2014.

Document Processing	Business Entities	Statements of Information
Processing Times as of February 1, 2014	5 days	4 days
Processing Times as of February 28, 2014	5 days	3 days
Average Processing Times	5 days	4 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of February 1, 2014	5,020	9,041	14,061
Documents Received during This Reporting Period	34,304	45,419	79,723
Documents Processed during This Reporting Period*	33,846	42,141	75,987
Documents Awaiting Processing as of February 28, 2014	5,478	12,319	17,797
Documents Received since May 1, 2013	359,101	437,367	796,468
Documents Processed since May 1, 2013	379,286	503,128	882,414
Preclear/Expedites Processed during This Reporting Period	2,993	133	3,126
Preclear/Expedites Processed since May 1, 2013	40,902	2,695	43,597

Staffing	Permanent	Limited Term	Total
BPD FY 2013/14 Authorized Positions	273.1	54.0	327.1
Filled Positions as of February 28, 2014	255.1	40.0	295.1
Vacant Positions as of February 28, 2014	18.0	14.0	32.0
Estimated Average Vacancy Rate for this Reporting Period	6%	23%	9%

Staffing	Total
Number of Temporary Workers	118
Hours Worked by Temporary Workers during This Reporting Period	9,259
Temporary Hours Worked since May 1, 2013	113,174
Overtime Hours Worked during This Reporting Period	1,497
Overtime Hours Worked since May 1, 2013	27,204

* 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.