



**DEBRA BOWEN** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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July 14, 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 June report on the time it is taking to process various 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](http://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 black ink that reads "Debra Bowen".

Debra Bowen  
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

July 14, 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 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 June 2014 and covers the period of June 1, 2014, through June 30, 2014.

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>
Processing Times as of June 1, 2014	5 days	3 days
Processing Times as of June 30, 2014	5 days	2 days
Average Processing Times	5 days	3 days

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>	<b>Total</b>
Documents in Processing as of June 1, 2014	4,384	5,399	9,783
Documents Received during This Reporting Period	29,705	43,804	73,509
Documents Processed during This Reporting Period*	30,411	42,771	73,182
Documents Awaiting Processing as of June 30, 2014	3,678	6,432	10,110
Documents Received since May 1, 2013	498,091	623,755	1,121,846
Documents Processed since May 1, 2013	520,076	689,174	1,209,250
Preclear/Expedites Processed during This Reporting Period	2,983	162	3,145
Preclear/Expedites Processed since May 1, 2013	53,538	3,425	56,963

<b>Staffing</b>	<b>Permanent</b>	<b>Limited Term</b>	<b>Total</b>
BPD FY 2013/14 Authorized Positions	273.1	54.0	327.1
Filled Positions as of June 30, 2014	262.6	39.0	301.6
Vacant Positions as of June 30, 2014	10.5	15.0	25.5
Estimated Average Vacancy Rate for this Reporting Period	5%	25%	8%

<b>Staffing</b>	<b>Total</b>
Number of Temporary Workers	108
Hours Worked by Temporary Workers during This Reporting Period	12,491
Temporary Hours Worked since May 1, 2013	156,337
Overtime Hours Worked during This Reporting Period	3,231
Overtime Hours Worked since May 1, 2013	37,727

\* Documents Processed includes Preclear/Expedite requests.

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.