



DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
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April 11, 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 March 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. 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

April 11, 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 March 2014, and covers the period of March 1, 2014, through March 31, 2014.

Document Processing	Business Entities	Statements of Information
Processing Times as of March 1, 2014	5 days	3 days
Processing Times as of March 31, 2014	5 days	4 days
Average Processing Times	5 days	4 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of March 1, 2014	5,478	12,319	17,797
Documents Received during This Reporting Period	36,815	46,580	83,395
Documents Processed during This Reporting Period*	35,818	45,316	81,134
Documents Awaiting Processing as of March 31, 2014	6,475	13,583	20,058
Documents Received since May 1, 2013	395,916	483,947	879,863
Documents Processed since May 1, 2013	415,104	548,444	963,548
Preclear/Expedites Processed during This Reporting Period	3,105	181	3,286
Preclear/Expedites Processed since May 1, 2013	44,007	2,876	46,883

Staffing	Permanent	Limited Term	Total
BPD FY 2013/14 Authorized Positions	273.1	54.0	327.1
Filled Positions as of March 31, 2014	255.1	40.0	295.1
Vacant Positions as of March 31, 2014	18.0	14.0	32.0
Estimated Average Vacancy Rate for this Reporting Period	7%	26%	10%

Staffing	Total
Number of Temporary Workers	116
Hours Worked by Temporary Workers during This Reporting Period	9,973
Temporary Hours Worked since May 1, 2013	123,147
Overtime Hours Worked during This Reporting Period	1,728
Overtime Hours Worked since May 1, 2013	28,932

* 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.