



DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
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June 11, 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 May 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 black ink that reads "Debra Bowen".

Debra Bowen
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

June 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 May 2014 and covers the period of May 1, 2014, through May 31, 2014.

Document Processing	Business Entities	Statements of Information
Processing Times as of May 1, 2014	5 days	3 days
Processing Times as of May 31, 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 May 1, 2014	4,546	6,922	11,468
Documents Received during This Reporting Period	33,706	45,600	79,306
Documents Processed during This Reporting Period*	33,868	47,123	80,991
Documents Awaiting Processing as of May 31, 2014	4,384	5,399	9,783
Documents Received since May 1, 2013	468,386	579,951	1,048,337
Documents Processed since May 1, 2013	489,665	646,403	1,136,068
Preclear/Expedites Processed during This Reporting Period	3,167	179	3,346
Preclear/Expedites Processed since May 1, 2013	50,555	3,263	53,818

Staffing	Permanent	Limited Term	Total
BPD FY 2013/14 Authorized Positions	273.1	54.0	327.1
Filled Positions as of May 31, 2014	258.1	42.0	300.1
Vacant Positions as of May 31, 2014	15.0	12.0	27.0
Estimated Average Vacancy Rate for this Reporting Period	5%	23%	8%

Staffing	Total
Number of Temporary Workers	109
Hours Worked by Temporary Workers during This Reporting Period	10,203
Temporary Hours Worked since May 1, 2013	143,846
Overtime Hours Worked during This Reporting Period	3,013
Overtime Hours Worked since May 1, 2013	34,496

* 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.