



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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January 13, 2015

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 the November 2015 report on the time it is taking to process various business filings, in accordance with the Budget Act of 2015 (Chapter 10, Statutes of 2015). Previous reports are posted on the Secretary of State's office website at [www.sos.ca.gov/administration/agency-reports/business-filing-processing-time-agency-reports](http://www.sos.ca.gov/administration/agency-reports/business-filing-processing-time-agency-reports). If you have any questions about this report, please feel free to contact me at (916) 653-7244 or have your staff contact my Chief of the Business Programs Division, Betsy Bogart, at (916) 651-6973.

Sincerely,

A handwritten signature in black ink that reads "Alex Padilla".

Alex Padilla  
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

January 13, 2016

## 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 2015 (Chapter 10, Statutes of 2015). The Secretary of State is reporting on the 15<sup>th</sup> of each month to the Department of Finance and the Joint Legislative Budget Committee (JLBC) on the processing time for business filings.

This is the report for December 2015 and covers the period of December 1, 2015, through December 31, 2015.

Document Processing	Business Entities	Statements of Information
Processing Times as of December 1, 2015	5 days	5 days
Processing Times as of December 31, 2015	6 days	5 days
Average Processing Times	5 days	5 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of December 1, 2015	5,583	11,219	16,802
Documents Received during This Reporting Period	49,669	42,850	92,519
Documents Processed during This Reporting Period*	40,582	42,650	83,232
Documents Awaiting Processing as of December 31, 2015	14,670	11,419	26,089
Documents Received since May 1, 2013	1,145,116	1,477,784	2,622,900
Documents Processed since May 1, 2013	1,156,129	1,538,216	2,694,345
Preclear/Expedites Processed during This Reporting Period	4,172	329	4,501
Preclear/Expedites Processed since May 1, 2013	102,472	7,031	109,503

Staffing	Permanent	Limited Term	Total
BPD FY 2015/16 Authorized Positions	273.1	52.0	325.1
Filled Positions as of December 31, 2015	269.1	42.0	311.1
Vacant Positions as of December 31, 2015	4.0	10.0	14.0
Estimated Average Vacancy Rate for this Reporting Period	3%	19%	6%

Staffing	Total
Number of Temporary Workers	117
Hours Worked by Temporary Workers during This Reporting Period	11,458
Temporary Hours Worked since May 1, 2013	345,540
Overtime Hours Worked during This Reporting Period	3,308
Overtime Hours Worked since May 1, 2013	74,649

<sup>1</sup> The processing times shown for the first and final day of the reporting period are snapshots in time. Processing times, in the form of business days, are tracked on a daily basis throughout the reporting period and from that information, the average processing time for the month is calculated. 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.

<sup>2</sup> Documents Processed includes Preclear/Expedites processed