



ALEX PADILLA | SECRETARY OF STATE | STATE OF CALIFORNIA
1500 11th Street, 6th floor | Sacramento, CA 95814 | Tel 916.653.7244 | Fax 916.653.4620 | www.sos.ca.gov

August 9, 2016

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 July 2016 report on the time it is taking to process various business filings, in accordance with the Budget Act of 2016 (Chapter 4, Statutes of 2016). 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. 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) 695-1197.

Sincerely,

Alex Padilla
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

August 9, 2016

Secretary of State's Report to Department of Finance and Joint Legislative Budget Committee

The Business Programs Division Filings Processing Budget Change Proposal was approved and incorporated into the Budget Act of 2016 (Chapter 4, Statutes of 2016). The Secretary of State is reporting on the 15th 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 July 2016 and covers the period of July 1, 2016, through July 31, 2016.

Document Processing	Business Entities	Statements of Information
Processing Times as of July 1, 2016	4 days	4 days
Processing Times as of July 31, 2016	5 days	8 days
Average Processing Times ¹	5 days	7 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of July 1, 2016	5,718	12,083	17,801
Documents Received during This Reporting Period	29,112	42,632	71,744
Documents Processed during This Reporting Period ²	27,035	41,283	68,318
Documents Awaiting Processing as of July 31, 2016	7,795	13,432	21,227
Documents Received since May 1, 2013	1,411,143	1,839,416	3,250,559
Documents Processed since May 1, 2013	1,429,091	1,897,835	3,326,926
Preclear/Expedites Processed during This Reporting Period	2,510	322	2,832
Preclear/Expedites Processed since May 1, 2013	122,534	9,291	131,825

Staffing	Permanent	Limited Term	Total
BPD FY 2015/16 Authorized Positions	270.1	50.0	320.1
Filled Positions as of July 31, 2016	256.6	32.0	288.6
Vacant Positions as of July 31, 2016	13.5	18.0	31.5
Estimated Average Vacancy Rate for this Reporting Period	5%	42%	11%

Staffing	Total
Number of Temporary Workers	102
Hours Worked by Temporary Workers during This Reporting Period	10,486
Temporary Hours Worked since May 1, 2013	419,519
Overtime Hours Worked during This Reporting Period	201
Overtime Hours Worked since May 1, 2013	95,933

¹ 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.

The vacancies continue to be high at over 10%. The limited term positions are more difficult to fill. That and the reduced funding for overtime implemented in this fiscal year are having an impact on processing times and our ability to maintain an average processing time of 5 business days.

² Documents Processed includes Preclear/Expedites processed