



December 15, 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 November 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](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) 695-1197.

Sincerely,

Alex Padilla  
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

December 15, 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 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 November 2016 and covers the period of November 1, 2016, through November 30, 2016.

Document Processing	Business Entities	Statements of Information
Processing Times as of November 1, 2016	5 days	4 days
Processing Times as of November 30, 2016	6 days	5 days
Average Processing Times <sup>1</sup>	5 days	5 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of November 1, 2016	6,653	6,884	13,537
Documents Received during This Reporting Period	35,349	42,462	77,811
Documents Processed during This Reporting Period <sup>2</sup>	31,715	42,701	74,416
Documents Awaiting Processing as of November 30, 2016	10,287	6,645	16,932
Documents Received since May 1, 2013	1,546,862	2,027,813	3,574,675
Documents Processed since May 1, 2013	1,562,318	2,093,019	3,655,337
Preclear/Expedites Processed during This Reporting Period	2,641	262	2,903
Preclear/Expedites Processed since May 1, 2013	133,879	10,518	144,397

Staffing	Permanent	Limited Term	Total
BPD FY 2016/17 Authorized Positions	269.1	50.0	319.1
Filled Positions as of November 30, 2016	248.1	37.0	285.1
Vacant Positions as of November 30, 2016	21.0	13.0	34.0
Estimated Average Vacancy Rate for this Reporting Period	6%	29%	10%

Staffing	Total
Number of Temporary Workers	102
Hours Worked by Temporary Workers during This Reporting Period	7,565
Temporary Hours Worked since May 1, 2013	454,435
Overtime Hours Worked during This Reporting Period	885
Overtime Hours Worked since May 1, 2013	99,526

<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.

Staff continue to work overtime to maintain the 5 business day average. We continue to prepare for the increased end of year filing workload. Peak season for Business Entities begins in December and continues through March. Statements of Information peak follows about 60 days later (typically February through May).

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