



February 14, 2017

The Honorable Al Muratsuchi, 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 Assemblymember Muratsuchi and Mr. Cohen:

Attached is the January 2017 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

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## 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 January 2017 and covers the period of January 1, 2017 through January 31, 2017.

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>
Processing Times as of January 1, 2017	9 days	5 days
Processing Times as of January 31, 2017	9 days	5 days
Average Processing Times <sup>1</sup>	9 days	5 days

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>	<b>Total</b>
Documents in Processing as of January 1, 2017	19,006	5,152	24,158
Documents Received during This Reporting Period	39,837	49,795	89,632
Documents Processed during This Reporting Period <sup>2</sup>	41,542	46,023	87,565
Documents Awaiting Processing as of January 31, 2017	17,301	8,924	26,225
Documents Received since May 1, 2013	1,630,197	2,120,176	3,750,373
Documents Processed since May 1, 2013	1,638,639	2,183,103	3,821,742
Preclear/Expedites Processed during This Reporting Period	3,530	330	3,860
Preclear/Expedites Processed since May 1, 2013	141,291	11,225	152,516

<b>Staffing</b>	<b>Permanent</b>	<b>Limited Term</b>	<b>Total</b>
BPD FY 2016/17 Authorized Positions	268.1	50.0	318.1
Filled Positions as of January 1, 2017	252.6	35.0	287.6
Vacant Positions as of January 1, 2017	15.5	15.0	30.5
Estimated Average Vacancy Rate for this Reporting Period	6%	28%	9%

<b>Staffing</b>	<b>Term</b>
Number of Temporary Workers	108
Hours Worked by Temporary Workers during This Reporting Period	10,204
Temporary Hours Worked since May 1, 2013	475,070
Overtime Hours Worked during This Reporting Period	2,537
Overtime Hours Worked since May 1, 2013	104,176

<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.

As reported in January, we are in the midst of our peak Business Entity filing season, which is anticipated to continue at least through March. Staff continues to work overtime to process documents as quickly as possible but maintaining the 5 business day processing time during this peak filing period is challenging with the holidays and increased workload.

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