



March 15, 2017

The Honorable Holly Mitchell, Chair  
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 Mitchell and Mr. Cohen:

Attached is the February 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

March 15, 2017

## 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 February 2017 and covers the period of February 1, 2017 through February 28, 2017.

Document Processing	Business Entities	Statements of Information
Processing Times as of February 1, 2017	9 days	5 days
Processing Times as of February 28, 2017	8 days	6 days
Average Processing Times <sup>1</sup>	8 days	6 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of February 1, 2017	17,301	8,924	26,225
Documents Received during This Reporting Period	34,576	49,459	84,035
Documents Processed during This Reporting Period <sup>2</sup>	38,928	46,055	84,983
Documents Awaiting Processing as of February 28, 2017	12,949	12,328	25,277
Documents Received since May 1, 2013	1,664,773	2,169,635	3,834,408
Documents Processed since May 1, 2013	1,677,567	2,229,158	3,906,725
Preclear/Expedites Processed during This Reporting Period	3,112	277	3,389
Preclear/Expedites Processed since May 1, 2013	144,403	11,502	155,905

Staffing	Permanent	Limited Term	Total
BPD FY 2016/17 Authorized Positions	268.1	50.0	318.1
Filled Positions as of February 1, 2017	254.6	39.0	293.6
Vacant Positions as of February 28, 2017	13.5	11.0	24.5
Estimated Average Vacancy Rate for this Reporting Period	6%	25%	9%

Staffing	Permanent	Limited Term	Total
Number of Temporary Workers			107
Hours Worked by Temporary Workers during This Reporting Period			7,440
Temporary Hours Worked since May 1, 2013			482,510
Overtime Hours Worked during This Reporting Period			2,433
Overtime Hours Worked since May 1, 2013			106,609

<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 February, 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 holiday and increased workload.

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