



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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June 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 May 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

June 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 May 2017 and covers the period of May 1, 2017 through May 31, 2017.

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>
Processing Times as of May 1, 2017	8 days	6 days
Processing Times as of May 31, 2017	6 days	8 days
Average Processing Times <sup>1</sup>	6 days	8 days

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>	<b>Total</b>
Documents in Processing as of May 1, 2017	11,414	14,767	26,181
Documents Received during This Reporting Period	35,572	57,384	92,956
Documents Processed during This Reporting Period <sup>2</sup>	35,896	52,983	88,879
Documents Awaiting Processing as of May 31, 2017	11,090	19,168	30,258
Documents Received since May 1, 2013	1,785,977	2,335,598	4,121,575
Documents Processed since May 1, 2013	1,800,630	2,388,281	4,188,911
Preclear/Expedites Processed during This Reporting Period	3,568	333	3,901
Preclear/Expedites Processed since May 1, 2013	155,119	12,596	167,715

<b>Staffing</b>	<b>Permanent</b>	<b>Limited Term</b>	<b>Total</b>
BPD FY 2016/17 Authorized Positions	267.6	50.0	317.6
Filled Positions as of May 31, 2017	248.6	38.0	286.6
Vacant Positions as of May 31, 2017	19.0	12.0	31.0
Estimated Average Vacancy Rate for this Reporting Period	6%	29%	10%

<b>Staffing</b>	<b>Total</b>
Number of Temporary Workers	109
Hours Worked by Temporary Workers during This Reporting Period	9,404
Temporary Hours Worked since May 1, 2013	509,087
Overtime Hours Worked during This Reporting Period	2,183
Overtime Hours Worked since May 1, 2013	114,117

<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.

The peak filing period specific to Business Entities is winding down and the processing times have remained at 6 business days. Business Entities' staff have been reallocated to assist Statements of Information, reporting at 8 business days, to work through its peak filings period which is typically 60 – 90 days behind Business Entities.

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