



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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July 13, 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 June 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

July 13, 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 June 2017 and covers the period of June 1, 2017 through June 30, 2017.

Document Processing	Business Entities	Statements of Information
Processing Times as of June 1, 2017	6 days	8 days
Processing Times as of June 30, 2017	5 days	6 days
Average Processing Times <sup>1</sup>	6 days	8 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of June 1, 2017	11,090	19,168	30,258
Documents Received during This Reporting Period	39,549	53,051	92,600
Documents Processed during This Reporting Period <sup>2</sup>	43,067	59,334	102,401
Documents Awaiting Processing as of June 30, 2017	7,572	12,885	20,457
Documents Received since May 1, 2013	1,825,526	2,388,649	4,214,175
Documents Processed since May 1, 2013	1,843,697	2,447,615	4,291,312
Preclear/Expedites Processed during This Reporting Period	3,663	420	4,083
Preclear/Expedites Processed since May 1, 2013	158,782	13,016	171,798

Staffing	Permanent	Limited Term	Total
BPD FY 2016/17 Authorized Positions	267.6	50.0	317.6
Filled Positions as of June 30, 2017	255.6	36.0	291.6
Vacant Positions as of June 30, 2017	12.0	14.0	26.0
Estimated Average Vacancy Rate for this Reporting Period	6%	24%	9%

Staffing	Total
Number of Temporary Workers	111
Hours Worked by Temporary Workers during This Reporting Period	12,994
Temporary Hours Worked since May 1, 2013	522,081
Overtime Hours Worked during This Reporting Period	2,286
Overtime Hours Worked since May 1, 2013	116,403

<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 previously reported, Statements of Information is experiencing their peak filing time and Business Entities staff have been redirected to help Statements of Information. With the peak filing period winding down and recent automation enhancements, we expect that both Business Entities and Statements of information will be reporting 5 business days by the end of July.

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