



ALEX PADILLA | SECRETARY OF STATE | STATE OF CALIFORNIA
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December 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 November 2017 report on the time it is taking to process various business filings, in accordance with the Budget Act of 2017 (Chapter 14, Statutes of 2017). 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. 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, 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 2017 (Chapter 14, Statutes of 2017). The Secretary of State is reporting on the 15th 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 2017 and covers the period of November 1, 2017 through November 30, 2017.

Document Processing	Business Entities	Statements of Information
Processing Times as of November 1, 2017	6 days	4 days
Processing Times as of November 30, 2017	6 days	5 days
Average Processing Times ¹	6 days	4 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of November 1, 2017	7,972	3,776	11,748
Documents Received during This Reporting Period	37,392	25,191	62,583
Documents Processed during This Reporting Period ²	36,829	26,836	63,665
Documents Awaiting Processing as of November 30, 2017	8,535	2,131	10,666
Documents Received since May 1, 2013	1,996,570	2,532,461	4,529,031
Documents Processed since May 1, 2013	2,013,778	2,602,181	4,615,959
Preclear/Expedites Processed during This Reporting Period	3,033	169	3,202
Preclear/Expedites Processed since May 1, 2013	173,495	13,778	187,273

Staffing	Permanent	Limited Term	Total
BPD FY 2017/18 Authorized Positions	266.6	49.0	315.6
Filled Positions as of November 30, 2017	247.6	26.0	273.6
Vacant Positions as of November 30, 2017	19.0	23.0	42.0
Estimated Average Vacancy Rate for this Reporting Period	7%	42%	13%

Staffing	Total
Number of Temporary Workers	98
Hours Worked by Temporary Workers during This Reporting Period	7,019
Temporary Hours Worked since May 1, 2013	569,770
Overtime Hours Worked during This Reporting Period	1,274
Overtime Hours Worked since May 1, 2013	121,443

¹ 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.

For the month of November 2017, Business Entities is reporting at 6 business days. Business Entities is training replacement staff and in advance of the peak filing period and the new cannabis business filings beginning January 1, 2018, Business Entities continues to deepen cross training within the section.

² Documents Processed includes Preclear/Expedites processed