



ALEX PADILLA | SECRETARY OF STATE | STATE OF CALIFORNIA
1500 11th Street, 6th floor | Sacramento, CA 95814 | Tel 916.653.7244 | Fax 916.653.4620 | www.sos.ca.gov

January 11, 2018

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 December 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,

A handwritten signature in black ink that reads "Alex Padilla".

Alex Padilla
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

January 11, 2018

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 December 2017 and covers the period of December 1, 2017 through December 31, 2017.

Document Processing	Business Entities	Statements of Information
Processing Times as of December 1, 2017	6 days	5 days
Processing Times as of December 31, 2017	8 days	5 days
Average Processing Times ¹	6 days	4 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of December 1, 2017	8,535	2,131	10,666
Documents Received during This Reporting Period	45,630	24,386	70,016
Documents Processed during This Reporting Period ²	33,220	22,161	55,381
Documents Awaiting Processing as of December 31, 2017	20,945	4,356	25,301
Documents Received since May 1, 2013	2,042,200	2,556,847	4,599,047
Documents Processed since May 1, 2013	2,046,998	2,624,342	4,671,340
Preclear/Expedites Processed during This Reporting Period	4,563	155	4,718
Preclear/Expedites Processed since May 1, 2013	178,058	13,933	191,991

Staffing	Permanent	Limited Term	Total
BPD FY 2017/18 Authorized Positions	265.6	49.0	314.6
Filled Positions as of December 31, 2017	253.6	26.0	279.6
Vacant Positions as of December 31, 2017	12.0	23.0	35.0
Estimated Average Vacancy Rate for this Reporting Period	6%	47%	12%

Staffing	Total
Number of Temporary Workers	98
Hours Worked by Temporary Workers during This Reporting Period	8,816
Temporary Hours Worked since May 1, 2013	578,586
Overtime Hours Worked during This Reporting Period	1,507
Overtime Hours Worked since May 1, 2013	122,950

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 December 2017, Business Entities is reporting at 6 business days and is now in the midst of the peak filing period, which will continue at least through March. Staff continues to work overtime to process documents as quickly as possible but maintaining the 5 business day processing during this peak filing period is challenging with the holidays and increased workload.

² Documents Processed includes Preclear/Expedites processed