



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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September 17, 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 August 2018 report on the time it is taking to process various business filings, in accordance with the Budget Act of 2018 (Chapter 29, Statutes of 2018). 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

September 17, 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 2018 (Chapter 29, Statutes of 2018). 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 August 2018 and covers the period of August 1, 2018 through August 31, 2018.

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>
Processing Times as of August 1, 2018	4 days	4 days
Processing Times as of August 31, 2018	5 days	5 days
Average Processing Times <sup>1</sup>	5 days	4 days

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>	<b>Total</b>
Documents in Processing as of August 1, 2018	5,516	2,960	8,476
Documents Received during This Reporting Period	44,122	24,746	68,868
Documents Processed during This Reporting Period <sup>2</sup>	43,522	24,949	68,471
Documents Awaiting Processing as of August 31, 2018	6,116	2,757	8,873
Documents Received since May 1, 2013	2,367,774	2,760,005	5,127,779
Documents Processed since May 1, 2013	2,387,401	2,829,099	5,216,500
Preclear/Expedites Processed during This Reporting Period	3,088	155	3,243
Preclear/Expedites Processed since May 1, 2013	210,613	15,271	225,884

<b>Staffing</b>	<b>Permanent</b>	<b>Limited Term</b>	<b>Total</b>
BPD FY 2017/18 Authorized Positions	263.6	43.0	306.6
Filled Positions as of August 31, 2018	246.6	28.0	274.6
Vacant Positions as of August 31, 2018	17.0	15.0	32.0
Estimated Average Vacancy Rate for this Reporting Period	7%	32%	10%

<b>Staffing</b>	<b>Total</b>
Number of Temporary Workers	75
Hours Worked by Temporary Workers during This Reporting Period	8,987
Temporary Hours Worked since May 1, 2013	644,739
Overtime Hours Worked during This Reporting Period	1,236
Overtime Hours Worked since May 1, 2013	138,357

<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.

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