



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
1500 11<sup>th</sup> Street, 6th floor | Sacramento, CA 95814 | Tel 916.653.7244 | Fax 916.653.4620 | [www.sos.ca.gov](http://www.sos.ca.gov)

November 8, 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 October 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

November 8, 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 October 2018 and covers the period of October 1, 2018 through October 31, 2018.

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

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of October 1, 2018	7,299	2,133	9,432
Documents Received during This Reporting Period	36,506	23,325	59,831
Documents Processed during This Reporting Period <sup>2</sup>	38,509	22,322	60,831
Documents Awaiting Processing as of October 31, 2018	5,296	3,136	8,432
Documents Received since May 1, 2013	2,447,555	2,802,204	5,249,759
Documents Processed since May 1, 2013	2,467,772	2,870,919	5,338,691
Preclear/Expedites Processed during This Reporting Period	3,050	152	3,202
Preclear/Expedites Processed since May 1, 2013	216,465	15,574	232,039

Staffing	Permanent	Limited Term	Total
BPD FY 2018/19 Authorized Positions	260.6	43.0	303.6
Filled Positions as of October 31, 2018	235.6	22.0	257.6
Vacant Positions as of October 31, 2018	25.0	21.0	46.0
Estimated Average Vacancy Rate for this Reporting Period	9%	45%	14%

Staffing	Total
Number of Temporary Workers	88
Hours Worked by Temporary Workers during This Reporting Period	6,143
Temporary Hours Worked since May 1, 2013	656,319
Overtime Hours Worked during This Reporting Period	1,909
Overtime Hours Worked since May 1, 2013	141,976

<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