



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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January 14, 2019

The Honorable Holly Mitchell, Chair  
The Joint Legislative Budget Committee  
1020 N Street, Room 553  
Sacramento, CA 95814

Ms. Keely Bosler, Director  
Department of Finance  
915 L Street  
Sacramento, CA 95814

Dear Senator Mitchell and Ms. Bosler:

Attached is the December 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

January 14, 2019

## 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 December 2018 and covers the period of December 1, 2018 through December 30, 2018.

| <b>Document Processing</b>               | <b>Business Entities</b> | <b>Statements of Information</b> |
|--|--------------------------|----------------------------------|
| Processing Times as of December 1, 2018  | 5 days                   | 4 days                           |
| Processing Times as of December 31, 2018 | 7 days                   | 6 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 December 1, 2018                | 7,239                    | 2,850                            | 10,089       |
| Documents Received during This Reporting Period               | 49,837                   | 19,251                           | 69,088       |
| Documents Processed during This Reporting Period <sup>2</sup> | 43,724                   | 17,544                           | 61,268       |
| Documents Awaiting Processing as of December 31, 2018         | 13,352                   | 4,557                            | 17,909       |
| Documents Received since May 1, 2013                          | 2,529,159                | 2,839,938                        | 5,369,097    |
| Documents Processed since May 1, 2013                         | 2,540,688                | 2,907,232                        | 5,447,920    |
| Preclear/Expedites Processed during This Reporting Period     | 3,610                    | 165                              | 3,775        |
| Preclear/Expedites Processed since May 1, 2013                | 222,846                  | 15,910                           | 238,756      |

| <b>Staffing</b>  | <b>Permanent</b> | <b>Limited Term</b> | <b>Total</b> |
|--|------------------|---------------------|--------------|
| BPD FY 2017/18 Authorized Positions                      | 259.6            | 43.0                | 302.6        |
| Filled Positions as of December 31, 2018                 | 230.6            | 21.0                | 251.6        |
| Vacant Positions as of December 31, 2018                 | 29.0             | 22.0                | 51.0         |
| Estimated Average Vacancy Rate for this Reporting Period | 11%              | 53%                 | 17%          |

| <b>Staffing</b>  | <b>Total</b> |
|--|--------------|
| Number of Temporary Workers                                    | 83           |
| Hours Worked by Temporary Workers during This Reporting Period | 5,891        |
| Temporary Hours Worked since May 1, 2013                       | 667,713      |
| Overtime Hours Worked during This Reporting Period             | 2,961        |
| Overtime Hours Worked since May 1, 2013                        | 149,166      |

<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