



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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March 15, 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 February 2019 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

March 15, 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 February 2019 and covers the period of February 1, 2019 through February 28, 2019.

Document Processing	Business Entities	Statements of Information
Processing Times as of February 1, 2019	7 days	6 days
Processing Times as of February 28, 2019	6 days	6 days
Average Processing Times <sup>1</sup>	6 days	6 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of February 1, 2019	12,019	5,842	17,861
Documents Received during This Reporting Period	52,176	21,241	73,417
Documents Processed during This Reporting Period <sup>2</sup>	56,538	21,654	78,192
Documents Awaiting Processing as of February 28, 2019	7,657	5,429	13,086
Documents Received since May 1, 2013	2,632,324	2,883,463	5,515,787
Documents Processed since May 1, 2013	2,649,548	2,949,885	5,599,433
Preclear/Expedites Processed during This Reporting Period	2,900	300	3,200
Preclear/Expedites Processed since May 1, 2013	229,279	16,426	245,705

Staffing	Permanent	Limited Term	Total
BPD FY 2018/19 Authorized Positions	257.6	43.0	300.6
Filled Positions as of February 28, 2019	240.6	22.0	262.6
Vacant Positions as of February 28, 2019	17.0	21.0	38.0
Estimated Average Vacancy Rate for this Reporting Period	9%	53%	15%

Staffing	Total
Number of Temporary Workers	81
Hours Worked by Temporary Workers during This Reporting Period	5,612
Temporary Hours Worked since May 1, 2013	680,667
Overtime Hours Worked during This Reporting Period	2,225
Overtime Hours Worked since May 1, 2013	153,911

<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. Peak submissions continue. Due to automation, business planning and cross-training, we continue to reduce business entity processing times. In February 2019 we reduced processing time for business entity filings by 5 days compared to February 2018, despite an increase of over 14,000 business entity documents being submitted in February 2019.

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