



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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April 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 March 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

April 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 March 2019 and covers the period of March 1, 2019 through March 31, 2019.

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>
Processing Times as of March 1, 2019	6 days	6 days
Processing Times as of March 31, 2019	5 days	4 days
Average Processing Times <sup>1</sup>	6 days	5 days

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>	<b>Total</b>
Documents in Processing as of March 1, 2019	7,657	5,429	13,086
Documents Received during This Reporting Period	47,572	23,127	70,699
Documents Processed during This Reporting Period <sup>2</sup>	46,931	25,494	72,425
Documents Awaiting Processing as of March 31, 2019	8,298	3,062	11,360
Documents Received since May 1, 2013	2,679,896	2,906,590	5,586,486
Documents Processed since May 1, 2013	2,696,479	2,975,379	5,671,858
Preclear/Expedites Processed during This Reporting Period	3,259	139	3,398
Preclear/Expedites Processed since May 1, 2013	232,538	16,565	249,103

<b>Staffing</b>	<b>Permanent</b>	<b>Limited Term</b>	<b>Total</b>
BPD FY 2017/18 Authorized Positions	257.6	43.0	300.6
Filled Positions as of March 31, 2019	240.6	18.0	258.6
Vacant Positions as of March 31, 2019	17.0	25.0	42.0
Estimated Average Vacancy Rate for this Reporting Period	7%	52%	13%

<b>Staffing</b>	<b>Total</b>
Number of Temporary Workers	84
Hours Worked by Temporary Workers during This Reporting Period	6,295
Temporary Hours Worked since May 1, 2013	686,962
Overtime Hours Worked during This Reporting Period	3,318
Overtime Hours Worked since May 1, 2013	157,229

<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.

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