



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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January 10, 2020

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 2019 report on the time it is taking to process various business filings, in accordance with the Budget Act of 2019 (Chapter 23, Statutes of 2019). 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,

A handwritten signature in black ink that reads "Alex Padilla".

Alex Padilla  
Secretary of State

Attachment

cc: Ms. Diane Boyer-Vine, Legislative Counsel

January 10, 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 2019 (Chapter 23, Statutes of 2019). 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 2019 and covers the period of December 1, 2019 through December 31, 2019.

Document Processing	Business Entities	Statements of Information
Processing Times as of December 1, 2019	6 days	4 days
Processing Times as of December 31, 2019	9 days	5 days
Average Processing Times <sup>1</sup>	7 days	4 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of December 1, 2019	9,793	1,396	11,189
Documents Received during This Reporting Period	48,741	17,132	65,873
Documents Processed during This Reporting Period <sup>2</sup>	40,827	16,310	57,137
Documents Awaiting Processing as of December 31, 2019	17,707	2,218	19,925
Documents Received since May 1, 2013	3,058,902	3,085,293	6,144,195
Documents Processed since May 1, 2013	3,066,076	3,154,926	6,221,002
Preclear/Expedites Processed during This Reporting Period	4,131	142	4,273
Preclear/Expedites Processed since May 1, 2013	259,955	17,940	277,895

Staffing	Permanent	Limited Term	Total
BPD FY 2019/20 Authorized Positions	255.6	40.0	295.6
Filled Positions as of December 31, 2019	234.6	21.0	255.6
Vacant Positions as of December 31, 2019	21.0	19.0	40.0
Estimated Average Vacancy Rate for this Reporting Period	8%	48%	14%

Staffing	Total
Number of Temporary Workers	82
Hours Worked by Temporary Workers during This Reporting Period	7,863
Temporary Hours Worked since May 1, 2013	755,453
Overtime Hours Worked during This Reporting Period	2,587
Overtime Hours Worked since May 1, 2013	180,269

<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. As we enter our peak season Business Entities, processing times are increasing. We anticipate these will rise through January and possibly February and will return to the 5 business day average or better in March.

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