



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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December 7, 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 November 2020 report on the time it is taking to process various business filings, in accordance with the Budget Act of 2020 (Chapter 6, Statutes of 2020). 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

December 7, 2020

## 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 2020 (Chapter 6, Statutes of 2020). 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 November 2020 and covers the period of November 1, 2020 through November 30, 2020.

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>
Processing Times as of November 1, 2020	6 days	5 days
Processing Times as of November 30, 2020	8 days	4 days
Average Processing Times <sup>1</sup>	6 days	4 days

<b>Document Processing</b>	<b>Business Entities</b>	<b>Statements of Information</b>	<b>Total</b>
Documents in Processing as of November 1, 2020	5,446	888	6,334
Documents Received during This Reporting Period	38,485	13,630	52,115
Documents Processed during This Reporting Period <sup>2</sup>	33,466	12,008	45,474
Documents Awaiting Processing as of November 30, 2020	10,465	2,510	12,975
Documents Received since May 1, 2013	3,557,670	3,246,619	6,804,289
Documents Processed since May 1, 2013	3,572,086	3,315,960	6,888,046
Preclear/Expedites Processed during This Reporting Period	2,045	49	2,094
Preclear/Expedites Processed since May 1, 2013	285,643	18,780	304,423

<b>Staffing</b>	<b>Permanent</b>	<b>Limited Term</b>	<b>Total</b>
BPD FY 2020/21 Authorized Positions	258.6	37.0	295.6
Filled Positions as of November 30, 2020	249.6	19.0	268.6
Vacant Positions as of November 30, 2020	9.0	18.0	27.0
Estimated Average Vacancy Rate for this Reporting Period	4%	49%	9%

<b>Staffing</b>	<b>Total</b>
Number of Temporary Workers	82
Hours Worked by Temporary Workers during This Reporting Period	5,509
Temporary Hours Worked since May 1, 2013	834,634
Overtime Hours Worked during This Reporting Period	1,946
Overtime Hours Worked since May 1, 2013	208,626

<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.