



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
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January 12, 2021

The Honorable Nancy Skinner, 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 Skinner and Ms. Bosler:

Attached is the December 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. Cara L. Jenkins, Legislative Counsel

January 12, 2021

## 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 December 2020 and covers the period of December 1, 2020 through December 31, 2020.

Document Processing	Business Entities	Statements of Information
Processing Times as of December 1, 2020	7 days	5 days
Processing Times as of December 31, 2020	17 days	8 days
Average Processing Times <sup>1</sup>	11 days	5 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of December 1, 2020	10,465	2,510	12,975
Documents Received during This Reporting Period	47,406	10,994	58,400
Documents Processed during This Reporting Period <sup>2</sup>	41,383	10,661	52,044
Documents Awaiting Processing as of December 31, 2020	16,488	2,843	19,331
Documents Received since May 1, 2013	3,605,076	3,257,613	6,862,689
Documents Processed since May 1, 2013	3,613,469	3,326,621	6,940,090
Preclear/Expedites Processed during This Reporting Period	512	14	526
Preclear/Expedites Processed since May 1, 2013	286,155	18,794	304,949

Staffing	Permanent	Limited Term	Total
BPD FY 2020/21 Authorized Positions	258.6	37.0	295.6
Filled Positions as of December 31, 2020	247.6	18.0	265.6
Vacant Positions as of December 31, 2020	11.0	19.0	30.0
Estimated Average Vacancy Rate for this Reporting Period	4%	50%	10%

Staffing	Total
Number of Temporary Workers	83
Hours Worked by Temporary Workers during This Reporting Period	6,804
Temporary Hours Worked since May 1, 2013	841,438
Overtime Hours Worked during This Reporting Period	2,433
Overtime Hours Worked since May 1, 2013	211,059

<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. Due to the rise in COVID-19 cases and orders to reduce staff in the office to 25%, the processing times have increased. In addition, this is the peak season for business filings that also has an impact on processing times. We continue to focus on online services, registrations, and statements of information to continue to support the California economy. The online services allow some staff to telework.

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