

June 15, 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 15th 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 May 2021 and covers the period of May 1, 2021 through May 31, 2021.

Document Processing	Business Entities	Statements of Information
Processing Times as of May 1, 2021	35 days	3 days
Processing Times as of May 31, 2021	32 days	3 days
Average Processing Times ¹	35 days	3 days

Document Processing	Business Entities	Statements of Information	Total
Documents in Processing as of May 1, 2021	8,829	676	9,505
Documents Received during This Reporting Period	53,626	11,574	65,200
Documents Processed during This Reporting Period ²	55,309	11,307	66,616
Documents Awaiting Processing as of May 31, 2021	7,146	943	8,089
Documents Received since May 1, 2013	3,922,424	3,323,778	7,246,202
Documents Processed since May 1, 2013	3,940,159	3,394,686	7,334,845
Preclear/Expedites Processed during This Reporting Period	0	0	0
Preclear/Expedites Processed since May 1, 2013	286,155	18,794	304,949

Staffing	Permanent	Limited Term	Total
BPD FY 2020/21 Authorized Positions	257.6	37.0	294.6
Filled Positions as of May 31, 2021	240.6	28.0	268.6
Vacant Positions as of May 31, 2021	17.0	9.0	26.0
Estimated Average Vacancy Rate for this Reporting Period	7%	27%	10%

Staffing	Total
Number of Temporary Workers	80
Hours Worked by Temporary Workers during This Reporting Period	6,224
Temporary Hours Worked since May 1, 2013	872,529
Overtime Hours Worked during This Reporting Period	2,470
Overtime Hours Worked since May 1, 2013	226,076

¹ 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 COVID-19 pandemic and orders to reduce staff in the office to less than 25%, the processing times remain above normal. We continue to focus on online services, registrations, and statements of information to continue to support the California economy. The online services are allowing some staff to telework. Online services for Statements of Information are 1-2 days and Business Entities are 2-16 days.

² Documents Processed includes Preclear/Expedites processed.