



SHIRLEY N. WEBER, Ph.D. | CALIFORNIA SECRETARY OF STATE

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February 15, 2022

The Honorable Nancy Skinner, Chair  
Joint Legislative Budget Committee  
State Capitol, Room 553  
Sacramento, CA 95814

The Honorable Phil Ting, Vice Chair  
Joint Legislative Budget Committee  
State Capitol, Room 553  
Sacramento, CA 95814

Ms. Keely Bosler, Director  
Department of Finance  
915 L Street  
Sacramento, CA 95814

Dear Chairpersons Skinner, and Ting and Ms. Bosler:

Attached is the January 2022 report on the time it is taking to process various business filings, in accordance with the Budget Act of 2021 (Chapter 21, Statutes of 2021). Previous reports are posted on the Secretary of State's office website at <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 blue ink, appearing to read "Shirley N. Weber".

Shirley N. Weber, Ph.D.  
Secretary of State

Attachment

cc: Members, Joint Legislative Budget Committee  
Hanz Hemann, Joint Legislative Budget Committee Counsel  
Ms. Erika Contreras, Secretary of the Senate  
Ms. Cara L. Jenkins, Legislative Counsel

February 15, 2022

## 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 2021 (Chapter 21, Statutes of 2021). 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 January 2022 and covers the period of January 1, 2022 through January 31, 2022.

Document Processing	Business Entities	Statement of Information
Processing Times as of January 1, 2022	9 days	5 days
Processing Times as of January 31, 2022	10 days	6 days
Average Processing Times <sup>1</sup>	9 days	4 days

Document Processing	Business Entities	Statement of Information	Total
Documents in Processing as of January 1, 2022	14,222	1,035	15,257
Documents Received during This Reporting Period	62,153	10,687	72,840
Documents Processed during This Reporting Period <sup>2</sup>	64,451	8,365	72,816
Documents Awaiting Processing as of January 31, 2022	11,924	3,357	15,281
Documents Received since May 1, 2013	4,370,475	3,418,288	7,788,763
Documents Processed since May 1, 2013 <sup>2</sup>	4,383,432	3,486,782	7,870,214
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 2021/22 Authorized Positions	259.6	37.0	296.6
Filled Positions as of January 31, 2022	237.6	25.0	262.6
Vacant Positions as of January 31, 2022	22.0	12.0	34.0
Estimated Average Vacancy Rate for this Reporting Period	9%	32%	11%

Staffing	Total
Number of Temporary Workers	63
Hours Worked by Temporary Workers during This Reporting Period	5,825
Temporary Hours Worked since May 1, 2013	924,871
Overtime Hours Worked during This Reporting Period	2,948
Overtime Hours Worked since May 1, 2013	242,654

<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 COVID-19 pandemic and the rise in COVID cases in California, we continue to have limited staff in the office at a given time. Business Entities is in the peak season of business filings which accounts for the increase in processing times. 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 1-5 days and Business Entities are 2-9 days.

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