

Legislative Oversight Committee

South Carolina House of Representatives

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Columbia, South Carolina 29211

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Extension Request Guidelines

Restructuring & Seven-Year Plan Report

March 11, 2015

EXTENSION REQUEST GUIDELINES

Background

Section 1-30-10(G) requires agencies to submit an Annual Restructuring Report and Seven-Year Plan. Legislative Oversight Standard Practices 4.1 and 6.1 state the Legislative Oversight Committee (“Committee”) shall provide agencies with a uniform format for submitting their Annual Restructuring Report and Seven-Year Plan to the House.

The Committee provided agencies the uniform format for these reports. The correspondence with the Report Guidelines, and the actual Report Guidelines, stated the deadline for agencies to submit their completed reports.

The Committee has received a request from the agency for an extension in which to provide the agency’s completed report. Pursuant to the Committee’s Standard Practice 1.2 and Committee Rule 7.1, the following procedures apply to these types of Requests for Extension:

4.1.1 The Chairman may, for reasons he determines as good cause, provide an agency an extension to submit its Annual Restructuring Report.

4.1.2 Before the Chairman will consider a request from an agency for an extension, the agency must fully complete a Committee Extension Request form, as approved by the Committee Chairman, and provide it to the Chairman for consideration.

4.1.3 Until the agency receives a response, it should continue to complete the report to the best of its ability as if it is due on the original deadline.

6.1.1 The Chairman may, for reasons he determines as good cause, provide an agency an extension to submit its Seven-Year Plan.

6.1.2 Before the Chairman will consider a request from an agency for an extension, the agency must fully complete a Committee Extension Request form, as approved by the Committee Chairman, and provide it to the Chairman for consideration.

6.1.3 Until the agency receives a response, it should continue to complete the report to the best of its ability as if it is due on the original deadline.

Submission Process

Please complete the Extension Request Form included on the following pages. All forms should be submitted electronically to the House Legislative Oversight Committee (HCommLegOv@schouse.gov) in both the original format (Word) and saved as a PDF for online reporting. The signed copy of the complete Extension Request Form should be mailed to: House Legislative Oversight Committee, Post Office Box 11867, Columbia, South Carolina 29211. Please direct any questions about this process to Jennifer Dobson (jenniferdobson@schouse.gov) or Charles Appleby (charlesappleby@schouse.gov).

Note the Extension Request Forms will be published online.

EXTENSION REQUEST FORM

RESTRUCTURING & SEVEN-YEAR PLAN REPORT

S.C. Department of Agriculture

I. Extension Requested

1. List the Sections for which the Agency is Requesting an Extension:	<i>Entire Report</i>
2. State the date the agency originally received the report guidelines:	<i>3/2/15</i>
3. State the date the agency submitted this request for an extension:	<i>4/6/15</i>
4. State the original deadline for the report:	<i>3/31/15</i>
5. State the number of additional days the agency is requesting:	<i>30</i>
6. State the new deadline if the additional days are granted:	<i>4/30/15</i>

II. History of Extensions

1. List the years in which the agency previously requested an extension, putting the years the extension was granted in bold:	<i>None</i>
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EXTENSION REQUEST FORM

RESTRUCTURING & SEVEN-YEAR PLAN REPORT

III. Organizational Knowledge

Please attach an agency organization structure. Below, and if needed attach additional pages, list all individuals considered upper management at the agency with the section(s) of the agency they oversee and their date of hire.

Position	Section of Agency	Date of Hire	Name
Commissioner	all	September 2004	Hugh Weathers
Assistant Commissioner	Agricultural Services	August 1986	Martin Eubanks
Assistant Commissioner	Agency Operations	December 2004	Aaron Wood
Assistant Commissioner	Consumer Protection	September 1997	Derek Underwood
Assistant Commissioner	External Affairs and Economic Development	November 2013	Clint Leach

IV. Good Cause

Please state below good cause as to why the Committee should grant the extension requested by the agency. Please limit the response to two (2) pages.

An extension is being requested because of the time required to gather and format the information as requested. Most of the work left to complete is on the Key Performance Measurement Processes. The agency takes this report seriously and is attempting to be thorough. This has proven to be a very time-consuming exercise, and must be balanced with existing workload of key staff involved. The House Oversight Committee acknowledged this in the initial email with the report guidelines on March 2: "The Committee realizes some of the requested information may seem time consuming to compile for this initial report but updates to that information in the future will be an easier process."

EXTENSION REQUEST FORM

RESTRUCTURING & SEVEN-YEAR PLAN REPORT

V. Verification

I have reviewed and approved the information provided in this Extension Request Form. The information contained in this form is complete and accurate to the extent of my knowledge.

Current Agency Director
(Sign/Date):

(Type/Print Name):

Hugh E. Weathers

VI. Committee Response

Leave this Section blank. The Chairman will complete this Section after fully considering the agency's request.

Sections for which an Extension is Granted:	Entire Report
Number of Additional Days Granted:	30 days
New Deadline for Agency Response:	April 30, 2015

RESTRUCTURING & SEVEN-YEAR PLAN

S.C. Department of Agriculture

Date of Submission: *April 30, 2015*

Please provide the following for this year's Restructuring and Seven-Year Plan Report.

	Name	Date of Hire	Email
Agency Director	Hugh E. Weathers	September, 2004	hweathe@scda.sc.gov
Previous Agency Director	Charles Sharpe	2002	n/a

	Name	Phone	Email
Primary Contact:	Aaron Wood	(803) 734-2182	awood@scda.sc.gov
Secondary Contact:	Stefanie Kitchen	(803) 734-2179	skitchen@scda.sc.gov

Is the agency vested with revenue bonding authority? (re: Section 2-2-60(E))	Yes
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I have reviewed and approved the enclosed 2015 Restructuring and Seven-Year Plan Report, which are complete and accurate to the extent of my knowledge.

Current Agency
Director
(Sign/Date):

(Type/Print Name):

Hugh E. Weathers

If applicable,
Board/Commission
Chair
(Sign/Date):

(Type/Print Name):

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Insert the appropriate page numbers once the agency has completed the report.

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III. Laws (Statutes, Regulations, Provisos) _____	1
IV. Reports & Reviews _____	1
V. Key Performance Measurement Processes _____	1
VI. Seven-Year Plan	
General _____	2
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South Carolina Department of Agriculture
Restructuring Report
April 30, 2015

I. Executive Summary

A. Historical Perspective

1. See Excel chart

B. Purpose, Mission and Vision

1. See Excel chart

C. Key Performance Measurement Results

1. See extra Excel chart

II. Organizational Profile

1. See Excel chart
2. See Excel chart
3. See Excel chart
4. See Excel chart
5. SCDA utilizes the Employee Performance Management System, as well as periodically engages in senior-level strategic planning sessions to examine the agency's performance, as a whole.
6. See attached flow chart
7. See Excel charts
8. See Excel chart
9. Funding has always been, and will continue to be, an issue that impacts agency operations in the upcoming five years. Programs cannot be implemented and executed to their maximum potential while dollars are being pulled from their budgets to satisfy basic agency operational costs.

III. Laws (Statutes, Regulations, Provisos)

1. See Excel chart

IV. Reports and Reviews

1. See Excel chart
2. See Excel chart

V. Key Performance Measurement Processes

A. Results of Agency's Key Performance Measures

1. a-d. see extra Excel chart
2. a-d. see extra Excel chart
3. a-d. see extra Excel chart
4. a-d. see extra Excel chart
5. a-d. see extra Excel chart

B. Most Critical Performance Measures

1. Economic impact of agribusiness
Number of Certified SC members
Percent of employees receiving personal development plan annually

C. Databases/Document Management

1. Microsoft Access
Microsoft Excel
Kelly Registration Systems
AS 400

D. Recommended Restructuring

1. Restructuring process took place from 2012 - 2014

VI. Seven-Year Plan

A. General

1. No

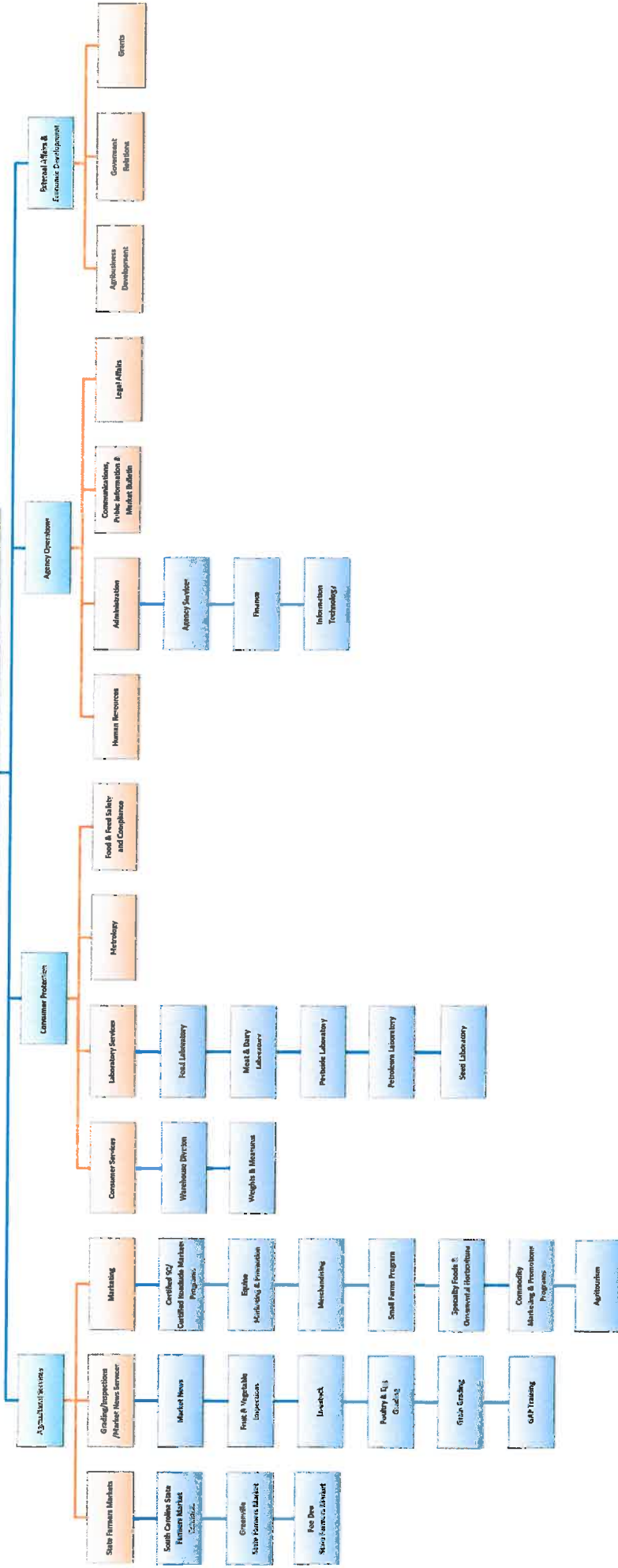
B. Skipped

C. Additional Questions

1. Perform routine inspections, consistent with policy, of 100% of firms covered under SCDA regulatory oversight;
Increase Certified South Carolina Grown program membership by 10%;
Develop commodity specific efforts to highlight crop conditions, outlooks, and timing backed up by promotional efforts to increase overall sales in-state by 5%
2. Adequate staff and funding; regulatory review and cleanup
3. Entire website: agriculture.sc.gov
4. Copy of Restructuring Report and Cost Savings Plan presented to the Senate Oversight Committee on 9 January 2015.
5. 60 hours

VII. Excel Charts

South Carolina Department of Agriculture Commissioner of Agriculture



CHARTS APPENDIX

VII. Excel Charts

Please send an electronic copy of the entire Excel Workbook and print hard copies of each of the Charts to attach here. Please print the charts in a format so that all the columns fit on one page. Please insert the page number each chart begins on below.

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Agency Name:
Agency Code:
Agency Section:

Similar Information Requested Chart

INSTRUCTIONS: Please provide details about other reports which investigate the information requested in the Restructuring Report. This information is sought in an effort to avoid duplication in the future. In the columns below, please list the question number in this report, name of the other report in which the same or similar information is requested, section of the other report in which the information is requested, name of the entity that requests the other report and frequency the other report is required. **NOTE:** Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Restructuring Report Question #	Name of Other Report	Section of Other Report	Entity Requesting Report	Freq. Other Report is Required
S.C. Department of Agriculture	Major Program Areas Chart	FY 13-14 Accountability Report	Program Template	Executive Budget Office	Annually
S.C. Department of Agriculture	Key Performance Measurement Processes	FY 13-14 Accountability Report	Performance Measurement Template	Executive Budget Office	Annually
S.C. Department of Agriculture	Key Deliverables Chart	FY 12-13 Accountability Report	Main products and services and the primary methods by which these are delivered	Executive Budget Office	Annually
S.C. Department of Agriculture	Key Customers Chart	FY 12-13 Accountability Report	Key Customers and their key requirements/expectations	Executive Budget Office	Annually
S.C. Department of Agriculture	Key Stakeholders	FY 12-13 Accountability Report	Key stakeholders groups	Executive Budget Office	Annually

Historical Perspective Chart

Agency Name:
Agency Section:
Agency Code:

INSTRUCTIONS: Please provide information about any restructuring or major changes in the agency's purpose or mission during the last ten years. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Year	Description of Restructuring that Occurred	Description of Major Change in Agency's Purpose or Mission
SC Department of Agriculture	2014	Restructuring of divisions into Agency Operations, Agricultural Services, Consumer Protection, and External Affairs and Economic Development.	The restructuring of agency divisions was designed to more fully support the agency's purpose and mission, not change it.

Purpose/Mission/Vision Chart

Agency Name:
Agency Code:
Agency Section:

INSTRUCTIONS: Provide information about the date the agency, in its current form, was initially created and the present purpose, mission and vision of the agency, with the date each were established in paranthesis. The Legal Standards Cross Reference column should link the purpose, mission and vision to the statutes, regulations and provisos listed in the Legal Standards Chart, which they satisfy.

Agency Submitting Report	Date Agency created	Purpose	Mission	Vision	Legal Standards Cross References
S.C. Department of Agriculture	December 23, 1879	To foster agribusiness through marketing and promotion; to protect South Carolina's citizens by ensuring proper weights and measures, grading and inspection of the state's agricultural products, laboratory analysis of food, feed, seeds, pesticides, and petroleum products, and food safety and compliance (December 23, 1879)	To promote and nurture the growth and development of South Carolina's agriculture industry and its related businesses while assuring the safety and security of the buying public.	For the state's economy to grow and prosper providing everyone, producers and consumers, opportunities to enjoy the benefits of agriculture.	Creation: Act No. 104 of 1879 Purpose: 46-3-10 Mission: 46-3 Vision: 46-3

Key Deliverables Chart

Agency Name:
Agency Code:
Agency Section:

INSTRUCTIONS: Provide information about the agency's key deliverables (i.e. products or services); primary methods by which these are delivered; and, as applicable, actions that may reduce the general public and/or other agencies initial or repetitive need for the deliverable. List each deliverable on a separate line. If there are multiple ways in which the deliverable is provided, list the deliverable multiple times with each delivery method on a separate line. In the "Three Greatest" column, indicate and rank the three most significant deliverables the agency brings to the people of South Carolina with #1 being the most significant. For the deliverables which are not one of three most significant, do not put anything in this column. The Major Program Areas Cross References column should link the deliverable to the major program area, in the Major Program Areas Chart, within which that product or service is provided. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Item #	Deliverable (i.e. product or service)	Three Most Significant (#1, #2, #3)	Primary Method of Delivery	What can be done to reduce the general public and/or other agencies initial need for this deliverable? (i.e. preventive measures before the citizen or agency needs to come to the agency)	What can be done to reduce the general public and/or other agencies need to return for this deliverable? (i.e. preventive measures to ensure they do not need to come back to the agency for this service or product after already receiving it once)	If deliverable is identified as one of the three most significant, what would allow the agency to focus on it more?	Major Program Areas Cross Reference
S.C. Department of Agriculture	1	Certified South Carolina Marketing Program	2	CSC logo and branding tools			Additional funding	Marketing and Promotions
S.C. Department of Agriculture	1	Certified South Carolina Marketing Program	2	Fresh on the Menu app			Additional funding	Marketing and Promotions
S.C. Department of Agriculture	2	Unbiased information outlet		Agency website				Administrative Services
S.C. Department of Agriculture	3	Social media		Facebook				Administrative Services
S.C. Department of Agriculture	3	Social media		Twitter				Administrative Services
S.C. Department of Agriculture	3	Social media		Instagram				Administrative Services
S.C. Department of Agriculture	4	Market Bulletin		print mail				Market Bulletin
S.C. Department of Agriculture	4	Market Bulletin		electronically via website				Market Bulletin
S.C. Department of Agriculture	5	State Farmers Markets		3 state farmers markets				Market Services
S.C. Department of Agriculture	5	SC Roadside Market Program		165 markets across SC				Marketing and Promotions
S.C. Department of Agriculture	6	Grading and Inspection Services		Cooperative agreement between USDA and SCDA				Inspection Services
S.C. Department of Agriculture	7	Consumer Protection		1 Weights and Measures Inspections			Better equipment	Consumer Services
S.C. Department of Agriculture	7	Consumer Protection		1 Metrology Lab			New laboratory and related machinery	Consumer Services
S.C. Department of Agriculture	7	Consumer Protection		1 Food/Feed Safety Compliance - field inspection and laboratory analysis			Additional and updated equipment	Laboratory
S.C. Department of Agriculture	8	Agribusiness economic development		3 Agribusiness recruitment			tax incentive package, other recruitment incentives	Marketing and Promotions

Agency Name:
Agency Section:
Agency Code:

Key Customers Chart

INSTRUCTIONS: Provide information about the key customer segments identified by the agency and each segment's key requirements/expectations. A customer is defined as an actual or potential user of the agency's deliverables. Please be as specific as possible in describing the separate customer segments (i.e. do not simply put "public.") The Deliverables Cross References column should link customer groups to the deliverable listed in the Key Deliverables Chart, which they utilize. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Item #	Customer Segments	Requirements/Expectations	Deliverables Cross References
S.C. Department of Agriculture	1	consumers	quality products that are safe, delivered accurately, and affordable	Certified South Carolina Marketing Program; Consumer Protection
S.C. Department of Agriculture	2	processors/manufacturers	support and promotion of their locally made products and as little regulation as necessary	Certified South Carolina Marketing Program; State Farmers Markets; SC Roadside Market Program
S.C. Department of Agriculture	3	wholesalers, retailers, direct marketers	help with expanding market opportunities and marketing	Certified South Carolina Marketing Program; State Farmers Markets; SC Roadside Market Program
S.C. Department of Agriculture	4	commodity boards and associations	a fair and equal marketplace for the commodities they represent; additional product and market development	Certified South Carolina Marketing Program; State Farmers Markets; SC Roadside Market Program; Grading and Inspection Services
S.C. Department of Agriculture	5	local, state, and federal government officials	for their constituents to be well-served	All
S.C. Department of Agriculture	6	existing, expanding, or developing agribusinesses	assistance in agribusiness development	Agribusiness economic development

Agency Name:
Agency Section:
Agency Code:

Key Stakeholder Chart

INSTRUCTIONS: Provide information about the agency's key stakeholder groups and their key requirements and expectations. A stakeholder is defined as a person, group or organization that has interest or concern in an agency. Stakeholders can affect or be affected by the agency's actions, objectives and policies. Please be as specific as possible in describing the separate stakeholder groups (i.e. please do not simply put "the public.") The Deliverables Cross References column should link stakeholder groups to the deliverable, listed in the Key Deliverables Chart, for which they group has the most interest or concern. **NOTE:** Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Item #	Stakeholder Group	Requirements/Expectations	Deliverables Cross References
S.C. Department of Agriculture	1	Taxpayers	Fiscal responsibility; return on investment of tax dollars	all
S.C. Department of Agriculture	2	Employees	Healthy work environment, equitable compensation and benefits, opportunities for career advancement	n/a
S.C. Department of Agriculture	3	Vendors and suppliers	Fair procurement process	n/a
S.C. Department of Agriculture	4	Public and private agricultural partners	Cooperation and assistance in advancing their respective missions	all

Agency Name:
Agency Code:
Agency Section:

Key Partner Agencies Chart

INSTRUCTIONS: List the names of the other state agencies which have the biggest impact on the agency's mission success (list a minimum of three); partnership arrangements established and performance measures routinely reviewed with the other entity. The Major Program Areas Cross References Column should link the Partner Agency to the major program area, in the Major Program Areas Chart, on which it has the biggest impact. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable and a minimum of three.

Agency Submitting Report	Agency w/ Impact on Mission Success	Partnership Arrangement Established	Performance Measures Routinely Reviewed Together	Major Program Areas Cross Reference
S.C. Department of Agriculture	Clemson University	Farm to School Program	cafeteria implementation, economic impact, classroom implementation, school gardens, sustainability	Marketing and Promotions
S.C. Department of Agriculture	S.C. Department of Commerce	Agribusiness recruitment and project management	project announcements, capital investment, jobs created	Marketing and Promotions
S.C. Department of Agriculture	S.C. Department of Parks, Recreation, and Tourism	Chef Ambassador Program	brand recognition, consumer preference	Marketing and Promotions
S.C. Department of Agriculture	S.C. Department of Health and Environmental Control	Farm to School Program	cafeteria implementation, economic impact, classroom implementation, school gardens, sustainability	Marketing and Promotions
S.C. Department of Agriculture	S.C. Department of Education	Farm to School Program	cafeteria implementation, economic impact, classroom implementation, school gardens, sustainability	Marketing and Promotions

Overseeing Body - General Chart

INSTRUCTIONS: Provide information about the body that oversees the agency and to whom the agency head reports including what the overseeing body is (i.e. board, commission, etc.); total number of individuals on the body; whether the individuals are elected or appointed; who elects or appoints the individuals; the length of term for each individual; whether there are any limitations on the total number of terms an individual can serve; whether there are any limitations on the number of consecutive terms an individual can serve; and any other requirements or nuances about the body which the agency believes is relevant to understanding how the agency performs and its results.

Agency Submitting Report	Type of Body (i.e. Board, Commission, etc.)	# of Times per Year Body Meets	Total # of Individuals on the Body	Are Individuals Elected or Appointed?	Who Elects or Appoints?	Length of Term	Limitations on Total Number of Terms	Limitations on Consecutive Number of Terms	Challenges Imposed or that Agency staff and the Body have faced based on the structure of the overseeing body	Other Pertinent Information
S.C. Department of Agriculture	Commissioner of Agriculture is an elected position-Commissioner and agency report to the public.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	

Overseeing Body - Individual Members Chart

Agency Name:
Agency Code:
Agency Section:

INSTRUCTIONS: Provide information about the individual members on the body that oversees the agency including their name, contact information, length of time on the body, profession and whether they are a Senator or House Member. The Major Program Areas Cross References Column should link the individual to the major program area, in the Major Program Areas Chart, in which the individual has a particular influence, if any, by way of serving on a subcommittee within the body, task force, etc. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Name of Individual on Body	Contact Information	Profession	Date First Started Serving on the Body	Last Date Served on the Body	Length of Time on the Body (in years)	Senator or House Member? (put Senate or House)	Major Program Areas Cross Reference
S.C. Department of Agriculture	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

INSTRUCTIONS: Provide information about the agency's Major Program Areas as those are listed in the Appropriations Act. When completing columns B - K, the agency can copy and paste the information the agency submitted in the Program Template of the FY 2013-14 Accountability Report. Just make sure of the following:

Note:

Agency Submitting Report	Program/Title	Purpose	FY 2013-13 Budget/Actuals			FY 2013-14 Budget/Actuals			TOTAL	Other	Federal	TOTAL	Key Performance Measures Cross References	Legal Standards Cross References
			General	Other	Federal	General	Other	Federal						
S.C. Department of Agriculture	Administrative Services	Laboratory	887,563	123,748	0	887,563	123,748	0	887,563	90,882	0	689,243	1, 2, 6-8, 12-15, 17	1
			6.25% of Total Budget: 907,022	6.25% of Total Budget: 327,531	% of Total Budget: 3.10%	6.25% of Total Budget: 907,022	6.25% of Total Budget: 327,531	% of Total Budget: 3.10%	4.19% of Total Budget: 780,141	4.24% of Total Budget: 262,228	% of Total Budget: 0	4.61% of Total Budget: 1,003,289		
S.C. Department of Agriculture	Consumer Services		8.82% of Total Budget: 907,022	2.45% of Total Budget: 327,531	10.4% of Total Budget: 3.10%	8.82% of Total Budget: 907,022	2.45% of Total Budget: 327,531	10.4% of Total Budget: 3.10%	3.64% of Total Budget: 780,141	1.32% of Total Budget: 262,228	% of Total Budget: 0	4.96% of Total Budget: 1,003,289	1, 2	2, 25, 51-54, 88
			2.70% of Total Budget: 907,022	7.09% of Total Budget: 327,531	% of Total Budget: 3.10%	2.70% of Total Budget: 907,022	7.09% of Total Budget: 327,531	% of Total Budget: 3.10%	3.89% of Total Budget: 780,141	4.24% of Total Budget: 262,228	% of Total Budget: 0	7.69% of Total Budget: 1,003,289	1, 2, 3	59, 63
S.C. Department of Agriculture	Marketing and Promotions		2,193,829	247,221	713,271	2,193,829	247,221	713,271	3,156,331	484,802	576,507	3,979,588	1-3, 4, 9-11, 16	8, 28-29, 38-49
			16.51% of Total Budget: 13,295,443	1.86% of Total Budget: 11,895,882	5.38% of Total Budget: 7.17%	16.51% of Total Budget: 13,295,443	1.86% of Total Budget: 11,895,882	5.38% of Total Budget: 7.17%	10.8% of Total Budget: 23,739,000	2.20% of Total Budget: 484,802	2.88% of Total Budget: 576,507	17.74% of Total Budget: 3,979,588		
S.C. Department of Agriculture	Commodity Boards		0	2,095,243	0	0	2,095,243	0	0	1,492,828	0	1,492,828	1, 2, 10, 16	38
				11.86% of Total Budget: 11,895,882			11.86% of Total Budget: 11,895,882		% of Total Budget: 0	6.54% of Total Budget: 1,492,828	% of Total Budget: 0	6.54% of Total Budget: 1,492,828		
S.C. Department of Agriculture	Market Services		0	701,235	0	0	701,235	0	300,000	850,178	0	1,150,178	1, 2, 9, 10, 11	33, 34, 48, 85
				6.27% of Total Budget: 1,915,882			6.27% of Total Budget: 1,915,882		1.4% of Total Budget: 3,000,000	3.02% of Total Budget: 850,178	% of Total Budget: 0	4.45% of Total Budget: 1,150,178		
S.C. Department of Agriculture	Inspection Services		0	1,915,882	0	0	1,915,882	0	0	1,838,499	3,284	1,838,170	1, 2, 16	32, 61
				14.41% of Total Budget: 1,915,882			14.41% of Total Budget: 1,915,882		% of Total Budget: 0	8.57% of Total Budget: 1,838,499	0.015% of Total Budget: 3,284	8.58% of Total Budget: 1,838,170		
S.C. Department of Agriculture	Market Bulletin		0	135,242	0	0	135,242	0	0	120,133	0	120,263	1, 2	60
				1.02% of Total Budget: 1,915,882			1.02% of Total Budget: 1,915,882		% of Total Budget: 0	3.06% of Total Budget: 120,133	% of Total Budget: 0	3.06% of Total Budget: 120,263		
S.C. Department of Agriculture	Employer Contributions		877,040	991,809	41,592	877,040	991,809	41,592	775,310	1,002,652	20,620	1,977,988		
			6.59% of Total Budget: 13,295,443	7.51% of Total Budget: 11,895,882	0.11% of Total Budget: 0.15%	6.59% of Total Budget: 13,295,443	7.51% of Total Budget: 11,895,882	0.11% of Total Budget: 0.15%	3.82% of Total Budget: 775,310	8.05% of Total Budget: 1,002,652	0.08% of Total Budget: 20,620	8.78% of Total Budget: 1,977,988		
S.C. Department of Agriculture	Tobacco Funds		0	0	0	0	0	0	0	1,016,658	0	1,016,658		
									% of Total Budget: 0	4.74% of Total Budget: 1,016,658	% of Total Budget: 0	4.74% of Total Budget: 1,016,658		

Remainder of Programs: List any programs not included above and show the remainder of expenditures by source of funds.

Remainder of Expenditures: Permanent Improvements	0	40,560	0	0	0	7,100,844	0	7,100,844
	% of Total Budget	.35%	% of Total Budget	% of Total Budget	% of Total Budget	33.15%	% of Total Budget	33.15%

Legal Standards Chart

Agency Name:
Agency Code:
Agency Section:

INSTRUCTIONS: List all state and federal statutes, regulations and provisos that apply to the agency ("Laws") and a summary of the statutory requirement and/or authority granted in the particular Law listed. Included below is an example, with a partial list of Laws which apply to the Department of Juvenile Justice and Department of Transportation. Please delete the example information before submitting this chart in final form. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Item #	Statute/Regulation/Provisos	State or Federal	Summary of Statutory Requirement and/or Authority Granted
S.C. Department of Agriculture	1	46-3-10	State	Establishes duties of Department: The Department of Agriculture shall execute the laws of this State pertaining to agriculture except such laws as specifically designated for execution by others.
S.C. Department of Agriculture	2	46-3-20	State	Establishes SCDA's authority to issue food manufacturers, processors, and packers permits.
S.C. Department of Agriculture	3	46-3-25	State	Establishes a program within SCDA to foster relationships between S.C. farms, school districts, and other institutions and to provide them with fresh and minimally processed foods for consumption by students.
S.C. Department of Agriculture	4	46-3-30	State	Establishes qualifications of the Commissioner of Agriculture.
S.C. Department of Agriculture	5	46-3-40	State	Establishes election process for the Commissioner of Agriculture.
S.C. Department of Agriculture	6	46-3-50	State	Establishes the bond of the Commissioner of Agriculture.
S.C. Department of Agriculture	7	46-3-60	State	Allows for the appointment of a clerk by the Commissioner.
S.C. Department of Agriculture	8	46-3-80	State	Establishes duties of the Commissioner-promotion of agriculture; establish a land registry
S.C. Department of Agriculture	9	46-3-90	State	Establishes the Commissioner's authority to regulate the sale of marl or ground limestone.
S.C. Department of Agriculture	10	46-3-100	State	Establishes the Commissioner's authority to regulate the sale of inoculating material.
S.C. Department of Agriculture	11	46-3-110	State	Establishes the disposition of moneys derived from sale of inoculating material.
S.C. Department of Agriculture	12	46-3-120	State	Establishes that other Departments and agencies shall furnish information to the Commissioner as necessary.
S.C. Department of Agriculture	13	46-3-130	State	Establishes the authority of SCDA to enter into contracts or agreements with any State agency.
S.C. Department of Agriculture	14	46-3-140	State	Establishes the requirement of an annual report of SCDA's work.

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S.C. Department of Agriculture	15	46-3-145	State	Establishes the definition of "beneficiary class" and SCDA's involvement with loan programs.
S.C. Department of Agriculture	16	46-3-160	State	Establishes the Commissioner's authority to enter into agreements with the U.S. government for the conduct of aquatic plant control projects.
S.C. Department of Agriculture	17	46-3-170	State	Establishes that the Commissioner may sue or be sued.
S.C. Department of Agriculture	18	46-3-175	State	Establishes the authority of SCDA to issue agribusiness licenses.
S.C. Department of Agriculture	19	46-3-180	State	Establishes the authority of the Commissioner to revoke registrations or licenses.
S.C. Department of Agriculture	20	46-3-190	State	Establishes that a hearing must occur before a license is revoked.
S.C. Department of Agriculture	21	46-3-200	State	Establishes the procedural powers of the Commissioner at license revocation hearing.
S.C. Department of Agriculture	22	46-3-210	State	Establishes the bond to stay revocation.
S.C. Department of Agriculture	23	46-3-220	State	Establishes the appeals process for revocation of registrations or licenses.
S.C. Department of Agriculture	24	46-3-230	State	Establishes release of certain items from restraining orders.
S.C. Department of Agriculture	25	46-3-240	State	Establishes the authority of the Commissioner and inspectors to enforce regulations relating to food and drugs.
S.C. Department of Agriculture	26	46-3-260	State	Establishes the South Carolina Renewable Energy Infrastructure Development Fund and gives SCDA authority to prescribe procedures, as necessary, to execute related provisions.
S.C. Department of Agriculture	27	46-3-270	State	Establishes the authority of SCDA to waive the remittance of indirect cost recoveries for the Specialty Crop Grant.
S.C. Department of Agriculture	28	46-15-10	State	Establishes the general duties of SCDA.
S.C. Department of Agriculture	29	46-15-20	State	Establishes the general powers of SCDA.
S.C. Department of Agriculture	30	46-15-21	State	Establishes the abolition of the State Agricultural Marketing Commission.
S.C. Department of Agriculture	31	46-15-30	State	Establishes that any rules and regulations must be filed with the Secretary of State.
S.C. Department of Agriculture	32	46-15-40	State	Establishes that inspection, grading, and buyers' services shall be made available to private markets at reasonable charges.
S.C. Department of Agriculture	33	46-15-50	State	Establishes that SCDA must keep markets' records.
S.C. Department of Agriculture	34	46-15-60	State	Establishes that funds from the operation of the wholesale farmers' markets must be deposited monthly with the State Treasurer.
S.C. Department of Agriculture	35	46-15-70	State	Establishes the Agricultural Marketing Advisory Council with the Commissioner as chairman.
S.C. Department of Agriculture	36	46-15-80	State	Establishes meetings and compensation of the Agricultural Marketing Advisory Council.

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S.C. Department of Agriculture	37	46-15-90	State	Establishes duties of the Agricultural Marketing Advisory Council.
S.C. Department of Agriculture	38	46-17-340	State	Establishes that SCDA shall provide administrative support to S.C. Commodity Boards and Associations.
S.C. Department of Agriculture	39	46-19-40	State	Establishes that SCDA shall approve, assist, and supervise local marketing authorities.
S.C. Department of Agriculture	40	46-19-210	State	Establishes the authority of the Commissioner to establish and supervise the Roadside Market Incentive Program.
S.C. Department of Agriculture	41	46-19-220	State	Establishes the authority of the Commissioner to prescribe standards for participating in the Roadside Market Incentive Program.
S.C. Department of Agriculture	42	46-19-230	State	Establishes the application process for the Roadside Market Incentive Program.
S.C. Department of Agriculture	43	46-19-240	State	Establishes the Commissioner's authority to make signs for the Roadside Market Incentive Program.
S.C. Department of Agriculture	44	46-19-250	State	Establishes periodic inspections of approved roadside markets.
S.C. Department of Agriculture	45	46-19-260	State	Establishes notice and hearing on disapproved market application.
S.C. Department of Agriculture	46	46-19-270	State	Establishes penalty for displaying an unauthorized market sign.
S.C. Department of Agriculture	47	46-19-280	State	Establishes transfer of market signs.
S.C. Department of Agriculture	48	46-19-290	State	Establishes the authority of the Commissioner to expend funds for the promotion and expansion of agricultural products.
S.C. Department of Agriculture	49	46-19-300	State	Establishes the authority of the Commissioner to adopt rules to implement the Roadside Market Incentive Program.
S.C. Department of Agriculture	50	46-19-310	State	Establishes the authority of the Commissioner to apply for an injunction.
S.C. Department of Agriculture	51	46-21-25	State	Establishes the authority of SCDA to enforce state seed law.
S.C. Department of Agriculture	52	46-21-35	State	Establishes the SCDA seed laboratory.
S.C. Department of Agriculture	53	46-27-410	State	Establishes the authority of SCDA to inspect and take feed samples.
S.C. Department of Agriculture	54	46-27-410	State	Establishes the authority of SCDA to inspect and take feed samples.
S.C. Department of Agriculture	55	46-40-10	State	Establishes the SC Grain Dealers Guaranty Fund.
S.C. Department of Agriculture	56	46-41-40	State	Establishes the authority of SCDA to issue agricultural dealers and handlers licenses.
S.C. Department of Agriculture	57	46-42-10	State	Establishes the authority of SCDA to sample, grade, and inspect grain and oilseeds.
S.C. Department of Agriculture	58	46-51-10	State	Establishes the Aquaculture Permit Assistance Office within SCDA.

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S.C. Department of Agriculture	59	39-9-70	State	Establishes the authority of SCDA to enforce weights and measures inspections.
S.C. Department of Agriculture	60	Proviso 44.1	State	Establishes the authority of SCDA to charge a yearly subscription for the Market Bulletin.
S.C. Department of Agriculture	61	Proviso 44.2	State	Establishes fruit/vegetable inspectors subsistence.
S.C. Department of Agriculture	62	Proviso 44.3	State	Establishes SCDA use of the Warehouse Receipts Guaranty Fund.
S.C. Department of Agriculture	63	Proviso 44.4	State	Establishes a weights and measures registration fee.
S.C. Department of Agriculture	64	Proviso 44.5	State	Establishes the authority of SCDA to retain revenues associated with the sale of its property.
S.C. Department of Agriculture	65	Proviso 44.6	State	Establishes an account for revenue associated with the State Farmers Market.
S.C. Department of Agriculture	66	Proviso 44.7	State	Establishes the authority of SCDA to charge for export certification.
S.C. Department of Agriculture	68	Proviso 44.8	State	Establishes the authority of SCDA to charge for registration of feed labels.

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INSTRUCTIONS: List all reports, if any, the agency is required to submit to a legislative entity. Base each includes the following under the appropriate column: a) Name of the report; b) Legislative entity that requires the report; c) Law(s) that require the agency to provide the report; d) Stated legislative intent (from legislative intent, statute, regulation or other authority) in providing the report; e) Frequency with which the report is required (i.e. annually, monthly, etc.); f) Approximate year the agency first started providing the report; g) Approximate cost to complete the report and any positive results from completing and submitting the report; h) Method by which the agency receives, completes and submits the report (i.e. email, hardcopy, etc.). Included below are examples of reports the agency may have to submit. The example does not include information in the columns under # of staff needed to complete the report, approx. total amount of time to complete the report and approx. total cost to complete the report, however, the agency should include this information when submitting this chart in final form. Please delete the example figures before submitting the chart in final form. Unless it applies to the agency, in which case ensure the information about those reports is complete. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Item #	Report Name	Legislative Entity Requesting Report	Law Requiring Report	Stated Intent of Report	Year First Required to Complete Report	Reporting Freq.	# of Days in which to Complete Report	Month Report Template is Received by Agency	Month Agency is Required to Submit Report	# of Staff Members Needed to Complete Report	Cost to Complete Report (Approx. Total Cost to Agency to Complete Report (considering staff time, etc.))	Positive Results of Reporting	Method in which Report Template is Sent to Agency	Format in which Report Template is Sent to Agency	Method in which Agency Submits Report (i.e. email; mail; click submit on web based form; etc.)	Format in which Agency Submits Report
S.C. Department of Agriculture	1	Restructuring Report	House Legislative Oversight Committee	1-30-11(G)(1)	Increased Efficiency	2015	Annually	30	February	March	3	80 hours	TED	Email and Hardcopy	Word and Excel	click submit on web based form; excel; web	Word and Excel
S.C. Department of Agriculture	2	Accountability Report	Executive Budget Office	Proviso 117.31	Provide the Governor and General Assembly with information that supports their analysis of the budget and ensure that the Agency Head Salary Commission has a basis for its decisions		Annually	45	August	September	8	150 hours	Outlined goals, strategies, objectives, and performance measures	Email and Website	Word and Excel	Email and Hardcopy	Word and Excel
S.C. Department of Agriculture	3	Fees and Fines Report	House Ways and Means Committee and Senate Finance Committee	Proviso 117.81	Promote accountability and transparency		as requested	60	July	September	2	7.5 hours	unknown	N/A	N/A	Email and Hardcopy	pdf
S.C. Department of Agriculture	4	Report on Sale of Real Property	House Ways and Means Committee	Proviso 101.24	Information	2009	Annually	60	July	September	1	1 hour	unknown	N/A	N/A	Email and Hardcopy	pdf

INSTRUCTIONS: Identify the agency's internal audit system and policies during the past five fiscal years including the date the agency first started performing audits; individuals responsible for hiring the internal auditors; individuals to whom internal auditors report; the head internal auditor; general subject matters audited; the individual or body that makes decision of when internal audits are conducted; information considered when determining whether to conduct an internal audit; total number of audits performed in the last five fiscal years; # of months it took for shortest audit; # of months it took for longest audit; average number of months to complete an internal audit; and date of the most recent Peer Review of Self-Assessment by SC State Internal Auditors Association or other entity (if other entity, name of that entity).

Note: All audits are not the result of suspicious activity or alleged improper actions. Often times regular audits are required by statute/regulation or an agency's standard operating procedure simply as a method of ensuring operations are staying on track.

Agency Submitting Report	Does agency have internal auditors? Y/N	Date Internal Audits Began	Individuals responsible for hiring internal auditors	Individuals to whom internal auditors report	Name and contact information for head internal auditor	General subject matters audited	Who makes decision of when an internal audit is conducted	Information considered when determining whether to conduct an internal audit	Do internal auditors conduct an agency wide risk assessment routinely? Y/N	Do internal auditors routinely evaluate the agency's performance measurement and improvement systems? Y/N	Total Number of Audits performed in last five fiscal years	# of months for shortest audit	# of months for longest audit	Avg. # of months needed to conduct audit	Date of most recent Peer Review of Self-Assessment by SCBAA or other entity (if other entity, name of that entity)
S.C. Department of Agriculture	No														

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Personnel Involved Chart

INSTRUCTIONS: List the name of all personnel at the agency who were consulted or performed work to obtain the information utilized when answering the questions in these reports, their title and their specific role in answering the question (i.e. searched the agency documents, asked for information because they are in charge of the department, etc.) Please delete the example information and instructions row before submitting this chart in final form. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Name	Phone	Email	Department/Division	Title	Question	Role in Answering Question
S.C. Department of Agriculture	Stefanie Kitchen	803-734-2179		Agency Operations	Executive Assistant to the Office of Commissioner	all	gathered information, drafted report
S.C. Department of Agriculture	Aaron Wood	803-734-2182	skitchen@scda.sc.gov	Agency Operations	Assistant Commissioner, Agency Operations	all	reviewed and contributed to report
S.C. Department of Agriculture	Carla Lindler	803-734-2195	awood@scda.sc.gov clindler@scda.sc.gov	Agency Operations	Director of Administration	Major Program Areas Chart	Provided expenditures and appropriations information