

Legislative Oversight Committee  
South Carolina House of Representatives  
Post Office Box 11867  
Columbia, South Carolina 29211  
Telephone: (803) 212-6810 • Fax: (803) 212-6811



# 2016 Annual Restructuring Report Guidelines

## PLEASE NOTE:

**The information included in the agency's report will appear online for all legislators and the public to view.**

Agency Name:  
Date Report Submitted:

Agency Head

First Name  
Last Name:  
Email Address:  
Phone Number:

**Office of the Comptroller General**

**Jan. 12, 2016**

Richard  
Eckstrom  
[Reckstrom@cg.sc.gov](mailto:Reckstrom@cg.sc.gov)  
(803) 734-2588

# General Instructions

SUBMISSIONS	
What to submit?	Please submit this document electronically only in both the original format (Excel) as well as in a PDF document. Save the document as "2016 - Agency ARR ( <i>insert date agency submits report</i> )."
When to submit?	The deadline for submission is by the first day of session, January 12, 2016.
Where to submit?	Email all electronic copies to <a href="mailto:HCommLegOv@schouse.gov">HCommLegOv@schouse.gov</a> .

NOTE: If the agency enters its Name and the Date of Submission in the "Cover Page" tab, it should automatically populate at the top of each tab in this report.

WHERE INFORMATION WILL APPEAR	
Where will submissions appear?	The information included in the agency's report will appear online for all legislators and the public to view. On the South Carolina Statehouse Website it will appear on the Publications page as well as on the individual agency page, which can be accessed from the House Legislative Oversight Page.

QUESTIONS	
Who to contact?	House Legislative Oversight at 803-212-6810.

OTHER INFORMATION	
<i>House Legislative Oversight</i>	
Mailing	Post Office Box 11867
Phone	803-212-6810
Fax	803-212-6811
Email	<a href="mailto:HCommLegOv@schouse.gov">HCommLegOv@schouse.gov</a>
Web	The agency may visit the South Carolina General Assembly Home Page ( <a href="http://www.scstatehouse.gov">http://www.scstatehouse.gov</a> ) and click on "Citizens' Interest" then click on "House Legislative Oversight Committee Postings and Reports."

## Legal Standards

This is the first chart in the report because the legal standards which apply to the agency should serve as the basis for the agency's mission, vision and strategic plan.

Agency Responding	Office of the Comptroller General
Date of Submission	Jan. 12, 2016

*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. If the agency grouped Laws together last year, they can continue to do so this year. However, please be aware that when the agency goes under study, the House Legislative Oversight Committee will ask it to list each Law individually. The Committee makes this request so the agency can then analyze each of the Laws to determine which current Laws may need to be modified or eliminated, as well as any new Laws possibly needed, to allow the agency to be more effective and efficient or to ensure the Law matches current practices and systems. Included below is an example, with a partial list of Laws which apply to the Department of Juvenile Justice. 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.

Item #	Statute, Regulation, or Proviso Number	State or Federal	Summary of Statutory Requirement and/or Authority Granted	Title	Is the law a Statute, Proviso or Regulation?	Action Recommended By Agency	Agency's Basis for Recommendation	Subcommittee Action	Subcommittee Notes
1	97.1	State	The Comptroller General is hereby authorized to designate certain employees to sign, in his stead, warrants drawn against the State Treasurer.	Signature Authorization	Proviso				
2	97.2	State	The Comptroller General is directed, as the State Accounting Officer, to maintain an Enterprise Information System for State Government (SCEIS) that will result in proper authorization and control of agency expenditures, including payroll transactions, and in the preparation and issuance of the official financial reports for the State of South Carolina. Under the oversight of the General Assembly, the Comptroller General is given full power and authority to issue accounting policy directives to state agencies in order to comply with GAAP.	GAAP Implementation & Refinement	Proviso				
3	97.3	State	There shall be a fee for processing payroll deductions, not to exceed <u>twenty twenty-five</u> cents, for insurance plans, credit unions, deferred compensation plans, benefit providers, and professional associations per deduction per pay day. This fee shall not be applied to charitable deductions. <u>Vendors and other third parties receiving payroll deductions shall bear the entire cost of this fee, at no cost to state employees.</u> The revenues generated from these fees and those provided for child support deductions in accordance with Section 63-17-1460(C), South Carolina Code of Laws, 1976, as amended, may be used to support the operations of the Office of Comptroller General and any unexpended balance may be carried forward from the prior fiscal year to the current fiscal year and utilized for the same purposes.	Payroll Voluntary Deduction Processing Fee	Proviso	Modify	Increase the fee amount from twenty cents to twenty-five cents to recover costs. This will continue to be of no cost to the employee or to the State, as the cost is and will continue to be paid by vendors.		
4	97.4	State	The lesser of two percent or \$200,000 of the fund balance of the Unemployment Compensation Fund shall be paid out annually to the Office of Comptroller General to be used by that agency to recover the costs of administering the fund.	Unemployment Compensation Fund Administration	Proviso				
5	97.5	State	The Office of Comptroller General is authorized to retain the first \$100,000 of rebate associated with the Purchasing Card Program and \$200,000 of agency incentive rebates.	Purchasing Card Rebate Program	Proviso				

## Legal Standards

6	117.1. (General Proviso)	State	Each institution, department or agency, in remitting such income to the State Treasurer, shall attach with each such remittance a report or statement, showing in detail the sources itemized according to standard budget classification from which such income was derived, and shall, at the same time, forward a copy of such report or statement to the Comptroller General and the Executive Budget Office. In order to facilitate the immediate deposit of collections, refunds of such collections by state institutions where properly approved by the authorities of same, may be made in accordance with directions from the State Comptroller General and State Treasurer.	Revenues, Deposits Credited to General Fund	Proviso				
7	117.9. (General Proviso)	State	Agencies and institutions shall be authorized to transfer appropriations within programs and within the agency with notification to the Executive Budget Office and Comptroller General. No such transfer may exceed twenty percent of the program budget.	Transfers of Appropriations	Proviso				
8	117.15. (General Proviso)	State	Salaries paid to officers and employees of the State, including its several boards, commissions, and institutions shall be in full for all services rendered, and no perquisites of office or of employment shall be allowed in addition thereto, but such perquisites, commodities, services or other benefits shall be charged for at the prevailing local value and without the purpose or effect of increasing the compensation of said officer or employee. The charge for these items may be payroll deducted at the discretion of the Comptroller General or the chief financial officer at each agency maintaining its own payroll system.	Allowance for Residences & Compensation Restrictions	Proviso				
9	117.20. (General Proviso)	State	Subsistence expense and mileage shall be in accordance with rules and regulations established by the Office of Comptroller General.	Travel - Subsistence Expenses & Mileage	Proviso				
10	117.49. (General Proviso)	State	Until sufficient changes can be made to the State's accounting system and the appointment of appropriate agency heads, the Comptroller General and the State Treasurer shall allow those agencies affected by restructuring to continue processing documents within the account structure existing on June thirtieth, of the prior fiscal year.	Agencies Affected by Restructuring	Proviso				
11	117.58. (General Proviso)	State	Agencies, <u>institutions</u> , and other reporting entities required to submit annual audited financial statements for inclusion in the State's Comprehensive Annual Financial Report must <u>comply with the submission dates stipulated in the State Auditor's Office audit contract</u> . If the audit was not contracted by the State Auditor's Office, the final audited financial statements are due not later than October tenth for the prior fiscal year. Each agency that does not comply with the provisions of this proviso shall appear before the Comptroller General, providing an explanation for the delay. <u>submit final audited financial statements to the Comptroller General not later than October 1st for those with fiscal years ended June 30th.</u> <u>For institutions and reporting entities with fiscal year-ends other than June 30th, final audited financial statements must be submitted to the Comptroller General within 120 days of that fiscal year-end.</u> <u>The Comptroller General shall provide a written report of each agency, institution, or other reporting entity not in compliance with this proviso to the State Fiscal Accountability Authority (SFAA) by November 30th.</u>	Year-End Financial Statements	Proviso	Modify	Non-complying agencies should appear before the State Fiscal Accountability Authority (SFAA) to explain non-compliance.		
12	117.83. (General Proviso)	State	State government employees who use a permanently assigned agency or state owned vehicle to commute from their permanently assigned work location to and from the employee's home must reimburse the agency in which they are employed for commuting use in accordance with IRS regulations based on guidance from the Office of Comptroller General which must use the Cents per mile Rule, unless they are exempted from such reimbursement by applicable IRS regulations.	Commuting Costs	Proviso				

## Legal Standards

13	117.84. (General Proviso)	State	Each state agency, except state institutions of higher learning, which has composite reservoir bank accounts or any other accounts containing public funds which are not included in the Comptroller General's South Carolina Enterprise Information System shall prepare a report for each account disclosing every transaction of the account in the prior fiscal year.	Bank Account Transparency and Accountability	Proviso				
14	117.120. (General Proviso)	State	For Fiscal Year 2015-16, the South Carolina Occupational Information System, its authority, responsibilities, FTE's and funding shall be transferred from the Department of Employment and Workforce to the Department of Education. The Department of Administration and the Office of the Comptroller General shall facilitate and coordinate this transfer.	SCOIS Transfer	Proviso				
15	118.1. (Statewide Revenue)	State	State agencies are required to submit all current fiscal year input documents and all electronic workflow for accounts payable transactions to the Office of Comptroller General by July 14, 2016.	Year-End Cutoff	Proviso				
16	118.3. (Statewide Revenue)	State	Upon determination by the Comptroller General as to the amount to be deposited in the Contingency Reserve Fund, the Comptroller General shall notify the Board of Economic Advisors and the board shall recognize that amount as surplus funds.	Contingency Reserve Fund	Proviso				
17	118.9. (Statewide Revenue)	State	The Comptroller General or the Executive Budget Office shall (1) provide written notice to each member of the General Assembly when it makes a report concerning an agency, department, or institution that is expending authorized appropriations at a rate which predicts or projects a general fund deficit for the agency, department, or institution, and (2) make monthly progress reports concerning an agency's, department's, or institution's plan to reduce or eliminate the deficit.	Agency Deficit Notice	Proviso				
18	118.14. (Statewide Revenue)	State	Nonrecurring revenue generated from sources is deemed to have occurred and is available for use in Fiscal Year 2015-16 after September 1, 2015, following the Comptroller General's close of the state's books on Fiscal Year 2014-15.	Nonrecurring Revenue	Proviso	Modify	Keeping the provision, but updating the dates each year.	Adopted	
19	1A.8. (Department of Education-EIA)	State	<del>The Comptroller General's Office Department of Revenue</del> is authorized to make necessary appropriation reductions in Part IA, Section 1,XII.F.2. to prevent duplicate appropriations.	Disbursements/Other Entities	Proviso	Modify	Delete Strikethrough Language. Add Underlined Language. To comply with current practice.	Adopted	
20	1A.15. (Department of Education-EIA)	State	The Comptroller General must establish and maintain a website to contain the information required by this section from a school district that does not maintain its own internet website. The internet website must be organized so that the public can differentiate between the school districts and search for the information they are seeking.	School Districts and Special Schools Flexibility	Proviso				
21	19.2. (South Carolina State University)	State	Within fifteen days of approval by the Joint Bond Review Committee, the State Fiscal Accountability Authority, in consultation with the Comptroller General, shall identify accounts from which the State Treasurer must transfer to the university on the schedule required by the budgetary plan an amount or amounts required by the budgetary plan. Members of the General Assembly must be provided with a complete list of all accounts from which the State Treasurer will transfer funds.	Blue Ribbon Advisory Committee	Proviso	Propose Deletion	Completed	No Action Needed	Subcommittee notes the proviso is not included in the 2015-16 Appropriations Act and thus has been eliminated.
22	25.3. (State Board for Technical & Comprehensive Education)	State	The State Board for Technical and Comprehensive Education may reimburse business and industry for prior year training costs billed to the agency after fiscal year closing with the concurrence of the Comptroller General.	Training of New & Expanding Industry - Payments of Prior Year Expenditures	Proviso				

## Legal Standards

23	33.17. (Department of Health & Human Services)	State	The Department of Health and Human Services shall submit a comprehensive reporting of all cash balances brought forward from the prior fiscal year. The report must be submitted to the President Pro Tempore of the Senate, Chairman of the Senate Finance Committee, Speaker of the House of Representatives, and Chairman of the House Ways and Means Committee, within fifteen days after the Comptroller General closes the fiscal year.	Carry Forward	Proviso				
24	38.6. (Department of Social Services)	State	The Department of Social Services is authorized to advance sufficient funds during each fiscal year from the Temporary Assistance for Needy Families Assistance Payments general fund appropriations to the Temporary Assistance for Needy Families Assistance Payments federal account only for the purpose of allowing a sufficient cash flow in the federal account. Upon the advance of funds as provided herein, the Comptroller General is authorized to process the July voucher for the funding of benefit checks.	TANF Advance Funds	Proviso				
25	82.5. (Department of Motor Vehicles)	State	The Department of Motor Vehicles may charge fees to defray the costs associated with auditing and enforcing compliance of all Federal or State statutes and regulations pertaining to personal information for customers receiving information disseminated by the department as allowed by law. <del>The Comptroller General shall place the funds into a special restricted account to be used by the department.</del>	DPPA Compliance Audit	Proviso	Modify	Delete Strikethrough Language	Adopted	
26	100.16. (Office of Adjutant General)	State	In the event of the activation of the South Carolina National Guard to State Active Duty by the Governor in a Declaration of State Emergency (including Emergency Management Assistance Compact (EMAC)), the State Treasurer and the Comptroller General are hereby authorized and directed to pay from the general fund of the State such funds as necessary, not to exceed \$500,000, to cover the actual costs incurred for personnel, travel, and per diem costs, and the Operational Tempo costs for equipment from the U.S. Property and Fiscal Office.	National Guard State Active Duty	Proviso				
27	1-1-110 (Administration of Government)	State	The executive department of this State is hereby declared to consist of the following officers, that is to say: The Governor and Lieutenant Governor, the Secretary of State, the State Treasurer, the Attorney General and the solicitors, the Adjutant General, the Comptroller General, the State Superintendent of Education, the Commissioner of Agriculture and the Director of the Department of Insurance.	What officers constitute executive department.	Statute				
28	1-1-120 (Administration of Government)	State	In case any vacancy shall occur in the office of Secretary of State, State Treasurer, Comptroller General, Attorney General or Adjutant General, such vacancy shall be filled by election by the General Assembly, a majority of the votes cast being necessary to a choice. If such vacancy occur during the recess of the General Assembly, the Governor shall fill the vacancy by appointment until an election by the General Assembly at the session next ensuing such vacancy.	Vacancies in executive department.	Statute				
29	1-1-990 (Administration of Government)	State	All reports and information assembled pursuant to the provisions of this article are considered "public records" as defined in the Freedom of Information Act of 1972. Commencing on July 1, 1985, and thereafter, the Comptroller General shall furnish copies of the information when requested by authorized parties. The provisions of subsection (2) of § 11-35-1230 of the 1976 Code of Laws govern fiscal reporting.	Reports and information deemed public records; dissemination of copies.	Statute				
30	1-7-110 (Administration of Government)	State	The Attorney General, when required by the Secretary of State, State Treasurer, Adjutant General, Comptroller General, or any other State officer or the Public Service Commission, consult and advise with them, respectively, on questions of law relating to their official business.	Advice to State officers and Public Service Commission.	Statute				
31	1-11-10. (Administration of Government)	State	The <del>State Budget and Control Board</del> <u>State Fiscal Accountability Authority</u> shall be compromised of the Governor, ex officio, who shall be chairman, the State Treasurer, ex officio, the Comptroller General, ex officio, and the chairman of the Senate Finance Committee, ex officio, and the chairman of the Ways and Means Committee of the House of Representatives, ex officio.	Constitution of Board.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language.	Adopted	

## Legal Standards

32	2-3-25. (General Assembly)	State	Effective after July 1, 1995, if a member of the General Assembly resigns or is expelled, he must repay any compensation he has received for that year on a pro rata basis, prorated from the first day of the session in January each year through the end of the annual session. The Clerk of the Senate or the Clerk of the House of Representatives, as appropriate, shall request the repayment of the compensation paid. If the member does not repay the monies he has received within thirty days of the date of request by the clerk, the Comptroller General is authorized to deduct the appropriate amount from any retirement benefits the member may receive and remit this amount to the credit of the general fund of the State, prorated from the first day of the session in January each year through the end of the annual session.	Requirement of member of General Assembly to repay compensation in event of resignation or expulsion; procedure; remedy for nonpayment.	Statute	Modify	Amend to reflect SC Constitution Article III, Section 9. (40-Day Rule)		
33	2-3-70. (General Assembly)	State	Except as provided for in § 2-3-110, all supplies and equipment for use of the General Assembly shall be purchased only upon authority of either the Clerk of the Senate, Clerk of the House or the Legislative Council for the respective branches of the General Assembly, and that a copy of such written authority shall be attached to all warrants in payment thereof before such warrants are honored by the Comptroller General.	Purchase of supplies and equipment for General Assembly.	Statute				
34	2-65-60 (General Assembly)	State	The Comptroller General shall account for and control expenditures of individual federally funded projects for all agencies using the <del>Statewide Accounting and Reporting System</del> <u>South Carolina Enterprise Information System (SCEIS)</u> . For continuing federal projects, the board shall certify to the Comptroller General the actual funds approved for each project pursuant to Section 2-65-20 of this chapter, and any further adjustments to this amount, based on grant award documentation and pursuant to Section 2-65-40 of this chapter. For new federally funded projects, the board shall inform the Comptroller General of funding levels authorized pursuant to Section 2-65-30 of this chapter.  The Comptroller General shall authorize expenditures on each project not to exceed the amount certified by the board. Upon request of the board, the House Ways and Means Committee, or the Senate Finance Committee, the Comptroller General shall provide periodic reports of authorization levels, expenditures, revenues, and other data related to the federal projects. Upon request of the board, the House Ways and Means Committee, or the Senate Finance Committee, state agencies shall provide grant award and related actual funding information.	Duties of Comptroller General	Statute	Modify	Delete Strikethrough Language. Add Underlined Language.	Adopted	Subcommittee notes the Department of Administration Representative present at the Subcommittee meeting agreed.
35	2-65-70 (General Assembly)	State	All agencies receiving federal grants or contracts shall recover the maximum allowable indirect costs on those projects, subject to applicable federal laws and regulations. Each agency receiving grants or contracts to which indirect costs may be charged must have an approved indirect cost rate or cost allocation plan. The State Comptroller General shall assist the board in ensuring compliance with this section.	Recovery of indirect costs.	Statute				
36	4-9-150 (Counties)	State	The council shall provide for an independent annual audit of all financial records and transactions of the county and any agency funded in whole by county funds and may provide for more frequent audits as it considers necessary. A copy of the report of the audit must be submitted to the <del>Comptroller General State</del> <u>Treasurer's Office</u> no later than January first each year following the close of the books of the previous fiscal year.	Audits of county records; designation of auditors; public inspection of report.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language.	Adopted	Subcommittee notes the Treasurer's Office representative at the Subcommittee meeting agreed.
37	4-9-1060 (Counties)	State	The county commissioners shall keep an account of claims audited and allowed by them against the several funds appropriated for county purposes in accordance with a form to be prescribed by the Comptroller General, and they shall conform to any system of bookkeeping that may be prescribed for use in their office by the Comptroller General.	Commissioners shall account for claims audited and allowed and conform to prescribed system of bookkeeping.	Statute	Eliminate	The CG does not tell county governments how to run their books anymore. Home Rule.	Adopted	

## Legal Standards

38	6-1-50. (Local Government)	State	Notification by the Director of the Revenue and Fiscal Affairs Office to the <u>Comptroller General</u> <u>State Treasurer's Office</u> that an entity has failed to file the annual financial report thirty days after written notification to the chief administrative officer of the entity must result in the withholding of ten percent of subsequent payments of state aid to the entity until the report is filed.	Financial report required.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language	Adopted	Subcommittee notes the Treasurer's Office representative at the Subcommittee meeting agreed.
39	8-11-20. (Public Officers and Employees)	State	All persons who hold or are appointed to any of the positions in the departments of the State government referred to in this section, or who shall be appointed by any of such departments as accountants to investigate and report the condition of any State or county officer, shall take oath of office in the usual form and the constitutional oath and give good and sufficient bond in the form of official bonds as prescribed by § 8-3-30.	Oath and bonds of certain state employees; blanket departmental bonds.	Statute				
40	8-11-33. (Public Officers and Employees)	State	Notwithstanding any other provision of law, a state agency that has its payroll processed by the Office of the Comptroller General is authorized to withhold or deduct any portion of a state employee's wages when: (1) the State of South Carolina or a state agency that has its payroll processed by the Office of the Comptroller General in its role as an employer is required or empowered to do so by state or federal law; or (2) an overpayment of wages to an employee as a result of a miscalculation or other bona fide error has occurred. Prior to any deduction being made pursuant to this section, the employee must receive advance written notice of the deduction, the reason for the deduction, and the actual dollar amount or percentage of wages which will be deducted during one or more pay periods.	Withholding or deduction pay from state employee's wages.	Statute				
41	8-11-35. (Public Officers and Employees)	State	The Comptroller General, after June thirtieth of each year, shall report to the Senate Finance Committee and the House Ways and Means Committee the names of all employees receiving dual compensation and the amounts received. The report shall list information under the primary employing agency, and in the format which lists employees under the requesting or secondary agency.	Salary payment schedule; maximum salaries; dual compensation; reports; exception.	Statute				
42	8-11-75. (Public Officers and Employees)	State	An employee participating in any plan under the Deferred Compensation Program may repay a plan loan made by the employee through payroll deductions from the employee's compensation. At the request of a state employee the Comptroller General may by payroll deduction collect and pay over to the appropriate entity the amount designated by the employee to repay a deferred compensation plan loan.	Repayment of deferred compensation plan loans.	Statute				
43	8-11-80. (Public Officers and Employees)	State	The Comptroller General may, upon request of employees of the State, make deductions from the compensation of the employees for the payment of premiums for life, hospital, and other types of insurance plans as are in force and a member of the deduction system on the effective date of this act. The Comptroller General may not make deductions where deductions are made for less than two hundred fifty state employees in any particular plan. The Comptroller General shall pay over to the insurance company, or its agents designated to receive the funds, all amounts so collected or withheld.	Deduction for group life, hospital and other insurance.	Statute				
44	8-11-83. (Public Officers and Employees)	State	The Comptroller General and all other state agencies, upon request of employees of the State, shall make deductions from the compensation of the employees for the payment of membership dues for the South Carolina State Employees' Association and for the South Carolina Troopers' Association. The Comptroller General and state agencies shall pay over to the respective associations all amounts so collected or withheld.	Payroll deduction for dues of State Employees' Association.	Statute				

## Legal Standards

45	8-11-90. (Public Officers and Employees)	State	The Comptroller General, or any state department, institution, or agency of state government authorized by the State Budget and Control Board to make disbursements from their own bank accounts shall make deductions for taxes required to be deducted or withheld by the federal government, from the compensation of state employees, and pay over to the Director of Internal Revenue, or any agency designated to receive such funds, all collections so deducted or withheld.	Deductions for Federal taxes.	Statute				
46	8-11-91. (Public Officers and Employees)	State	The Comptroller General shall, and the governing body of any school district may, upon written authorization by any officer or employee, deduct from the salary or wages of any such officer or employee contributions to be paid over to eligible nonprofit charitable organizations, or groups of such organizations, in the manner prescribed by §§ 8-11-92 through 8-11-97. Chief finance officers of state agencies and institutions maintaining payroll accounts separate from the office of the Comptroller General likewise shall make deductions from the salaries and wages of their officers and employees for such contributions.	Deductions for charitable contributions.	Statute				
47	8-11-93. (Public Officers and Employees)	State	Because of the high cost to be borne by the State in providing administrative services regarding payroll deductions for contributions to charitable organizations, even though an organization may be eligible under § 8-11-92 no such deductions shall be authorized by the Comptroller General, or by the chief finance officer of a state agency or institution maintaining separate payroll accounts, unless at least ten percent of the employees or two hundred employees, whichever shall be the lesser, who are paid from such payroll account, have made a written authorization to deduct contributions to an eligible charitable organization or group of such organizations.	Minimum level of employee participation required.	Statute				
48	8-11-95. (Public Officers and Employees)	State	The Comptroller General, and the chief finance officers of state agencies and institutions maintaining separate payroll accounts, shall permit two time periods during any calendar year for general charitable-solicitation drives within state offices, agencies and institutions.	Two charitable solicitation drives permitted per year.	Statute				
49	8-11-96. (Public Officers and Employees)	State	Authorization for payroll deductions for charitable contributions may be made or terminated at any payroll period by the officer or employee concerned; provided, that either the Comptroller General or the chief finance officer concerned may require that deductions be made pro rata from each payroll check or in such other manner as will reduce to a minimum both the cost of handling such deductions and any interference with regular payroll procedures.	When authorization for payroll deductions may be made or terminated; deductions may be prorated.	Statute				
50	8-11-97. (Public Officers and Employees)	State	The Comptroller General, and the chief finance officers concerned, shall promulgate regulations necessary and expedient to accomplishing the purposes of §§ 8-11-91 through 8-11-96.	Promulgation of regulations.	Statute				
51	8-11-98. (Public Officers and Employees)	State	The Comptroller General or any official of a political subdivision of the State which is authorized to disburse funds in payment of salaries or wages of public officers or employees shall, upon written authorization, deduct from the salary or wages of such officer or employee the amounts authorized for payment to any lawfully chartered credit union. The monies deducted shall be paid promptly to the designated organization.	Deductions for payment to credit union.	Statute				
52	8-11-99. (Public Officers and Employees)	State	The Comptroller General, at the request of a state employee, may by payroll deduction collect and pay over to the appropriate entity fees assessed the employee for parking on state-owned or state-operated property.	Payroll deduction for parking fees on state-owned or operated property.	Statute				
			(A) The General Assembly shall appropriate annually salary supplements for the following county officers: (1) clerks of court; (2) probate judges; (3) sheriffs; (4) registers of deeds;						

## Legal Standards

53	8-15-65. (Public Officers and Employees)	State	<p>(5) auditors; (6) treasurers.</p> <p>(B) The amounts appropriated for salary supplements pursuant to subsection (A) must include both salary and related employer contributions and are in addition to amounts provided as compensation for these officials by counties. To the extent that compensation for these officers is reduced by a county or there is any other reduction of expenditures in the operations of their offices, a corresponding reduction must be made in the distribution otherwise due the county pursuant to Chapter 27 of Title 6, the State Aid to Subdivisions Act.</p> <p>(C) Except as provided in subsection (B), the salary supplement must be uniform with respect to a particular county officer but may vary between the different category of officers.</p> <p>(D) Amounts appropriated for the officers listed in subsection (A)(1), (2), (3), and (4) must be paid to county treasurers in a lump sum at the beginning of the fiscal year and paid to these officers over a twelve-month period in the same manner that salaries are paid county employees. Amounts appropriated pursuant to this section for the officers listed in subsection (A)(5) and (6) must be administered by the <u>Office of the Comptroller General State Treasurer's Office</u> and paid in accordance with the schedule and method of payment provided for state employees.</p>	Annual salary supplements.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language.	Adopted	Subcommittee notes the Treasurer's Office representative at the Subcommittee meeting agreed.
54	9-1-60. (Retirement Systems)	State	<p>(A) The System may develop and implement a program for the administration of a flexible benefits or "cafeteria" plan as defined by Section 125 of the Internal Revenue Code of 1986 for all employees covered by the health and dental insurance plan administered by the System. The plan may not decrease contributions paid to or benefits paid by the System.</p> <p><del>The South Carolina Department of Highways and Public Transportation is herewith authorized to continue its independent cafeteria or flexible benefits pilot plan and to modify and implement the plan to accomplish maximum available benefits under Internal Revenue Section 125, until such time as the Comptroller General can convert Department of Transportation employees into the state-cafeteria plan.</del></p>	Implementation of "cafeteria" plan.	Statute	Modify	Delete Strikethrough Language. Conversion has been completed.	Adopted	
55	9-1-1170 (Retirement Systems)	State	If within ninety days after request by the Board any employer has not provided the System with the records and other information required under this item or if the full accrued amount of the contributions and interest provided for under this section due from members employed by an employer or from an employer other than the State has not been received by the System from the chief fiscal officer of the employer within thirty days after the last due date as provided in this item, then upon notification by the Board to the State Treasurer and Comptroller General as to the default of the employer as provided in this item, any distributions which might otherwise be made to the employer from any funds of the State must be withheld from the employer until notice from the Board to the State Treasurer that the employer is no longer in default.	Collection of employers' contributions.	Statute				
56	9-1-1350 (Retirement Systems)	State	Notwithstanding the amounts annually appropriated as "State Employer Contributions", the State Treasurer and Comptroller General are hereby authorized and directed to transfer from the general fund of the State to the proper Retirement System Accounts, month by month, during the current fiscal year, such funds as are necessary to comply with the terms of the Retirement Act as amended, with respect to contributions by the State of South Carolina to the Retirement System.	Transfers from general fund authorized.	Statute				

## Legal Standards

57	9-1-1850 (Retirement Systems)	State	A member who has at least twenty-five years of creditable service may elect to receive up to three years of additional service credit as though the additional service credit were rendered by the member as an employee or member upon paying into the member's retirement system, during the ensuing number of years the member wishes to purchase in the manner the Comptroller General shall direct, the employer and employee contributions that would be due for the position that the member presently holds at the salary level in effect during those years.	Purchases of additional service credit by members with at least twenty-five years of creditable service.	Statute					
58	9-3-540 (Retirement Systems)	State	Delinquent payments due under § 9-3-520 must be charged interest compounded annually based on the adjusted prime rate charged by banks, rounded to the nearest full percent. The effective date of the adjustment must be based on the twelve-month period ending March thirty-first of any calendar year and must be established by April fifteenth for an effective date of the next first day of July. The adjusted prime rate charged by banks means the average predominant prime rate quoted by commercial banks to large businesses as determined by the Board of Governors of the Federal Reserve System. The adjusted prime rate used must be the adjusted prime rate charged by the bank during March of that year. Delinquent payments may be recovered by action in a court of competent jurisdiction against the political subdivision liable therefor or may, at the request of the state agent, be deducted from any other monies payable to such subdivision by any department or agency of the State. Upon notification of the state agent to the State Treasurer, <u>and Comptroller General, and Department of Revenue</u> as to a delinquency of any payments due under § 9-3-520 or of the failure of any political subdivision to make required reports, any distributions which might otherwise be made to the political subdivision from any funds of the State shall be withheld from such political subdivision until notice from the state agent to the State Treasurer that such political subdivision is no longer in default in its payments or in filing the required reports.	Procedures for collection of delinquent contributions from political subdivisions.	Statute	Modify	Comptroller General no longer receives aid to political subdivision funds in appropriation act.	Adopted	There are 7 Aid to Subdivision Accounts in the Treasurer's Office and 1 in the Department of Revenue. Comptroller General originally recommended eliminating it from the statute and the Treasurer's Office was opposed. A compromise was reached, in which the Comptroller General would remain in the statute, but the Department of Revenue would be added as well since they have one of the Aid to Subdivision accounts. The	
59	9-4-50. (Retirement Systems)	State	(A) The South Carolina Public Employee Benefit Authority shall maintain a transaction register that includes a complete record of all funds expended, from whatever source for whatever purpose. The register must be prominently posted on the authority's Internet website and made available for public viewing and downloading. 2 (C) If the authority has a question or issue relating to technical aspects of complying with the requirements of this section or the disclosure of public information under this section; it shall consult with the Office of the Comptroller General, which may provide guidance to the authority.	Transaction register of all funds expended.	Statute					
60	9-5-450 (Retirement Systems)	State	Upon notification of the state agent to the State Treasurer and Comptroller General as to a delinquency of any payments due under § 9-5-430 or of the failure of any political subdivision to make required reports, any distributions which might otherwise be made to the political subdivision from any funds of the State must be withheld from the political subdivision until notice from the state agent to the State Treasurer that the political subdivision is no longer in default in its payments or in filing the required report.	Collection of delinquent payments from employers; withholding of State funds for delinquency or failure to make reports.	Statute					

## Legal Standards

61	9-11-230 (Retirement Systems)	State	If within ninety days after request therefor by the Board any employer has not provided the System with the records and other information required hereunder or if within thirty days after the last due date, as herein provided, the full accrued amount of the employer contributions due on account of members employed by an employer has not been received by the System from the chief fiscal officer of the employer, then upon notification by the Board to the State Treasurer and Comptroller General as to the default of the employer as herein provided, any distributions which might otherwise be made to the employer from any funds of the State must be withheld from the employer until notice from the Board to the State Treasurer that the employer is no longer in default.	Contributions shall be paid monthly; State funds may be withheld if records or money not received on time.	Statute				
62	9-16-315 (Retirement Systems)	State	One member is appointed by the Comptroller General. Members shall serve for terms of five years and until their successors are appointed and qualify, except that of those first appointed, the appointees of the Comptroller General and the Chairman of the Senate Finance Committee shall serve for terms of three years and the appointee of the Chairman of the Committee on Ways and Means and the representative appointee shall serve for terms of one year. Terms are deemed to expire after June thirtieth of the year in which the term is due to expire. Members are appointed for a term and may be removed before the term expires only by the Governor for the reasons provided in Section 1-3-240(C).	Retirement System Investment Commission; membership; terms; qualifications; chief investment officer and administrative staff; costs and salary.	Statute				
63	10-9-150 (Public Buildings and Property)	State	As a condition precedent to the right to dig, mine, and remove the rocks and deposits granted by a license, each licensee shall enter into bond, with security, in the penal sum of five thousand dollars, conditioned for the making at the end of every month of true and faithful returns to the Comptroller General of the number of tons of phosphate rock and phosphoric deposits so dug or mined and the punctual payment to the State Treasurer of the royalty provided at the end of every quarter or three months. The bond and sureties are subject to the approval required by law for the bonds of state officers.	Bond of license.	Statute	Propose Deletion	Archaic		
64	10-9-190 (Public Buildings and Property)	State	Each person to whom a license shall be issued must, at the end of every month, make to the Comptroller General a true and lawful return of the phosphate rock and phosphoric deposits he may have dug or mined during such month and shall punctually pay to the State Treasurer, at the end of every quarter or three months, a royalty of five cents per ton upon each and every ton of the crude rock (not of the rock after it has been steamed or dried), the first quarter to commence to run on the first day of January in each year.	Returns of rock mined; payment of royalty; rate of royalty.	Statute	Propose Deletion	Archaic		
65	10-9-200 (Public Buildings and Property)	State	The State Budget and Control Board shall, within twenty days after the grant of any license as aforesaid, notify the Comptroller General of the issuing of such license, with the name of the person to whom issued, the time of the license and the location for which it was issued.	Comptroller General notified of licenses issued.	Statute	Propose Deletion	Elimination	No Action Needed	Subcommittee notes the representative from the Department of Administration states this is addressed in Act 121 of 2014 (Restructuring Act) and the language has been updated to the Department of Health and Environmental Control.

## Legal Standards

66	11-3-10. (Public Finance)	State	The Comptroller General shall, before he enters upon the duties of his office, give bond for the faithful discharge of the duties thereof, with one or more sureties approved by the Governor, in the sum of thirty thousand dollars.	Bond.	Statute				
67	11-3-20. (Public Finance)	State	The Comptroller General shall receive such annual salary as may be provided by the General Assembly. <del>The fees and perquisites of the office shall be paid into the State Treasury.</del>	Salary; fees and perquisites.	Statute	Modify	Delete Strikethrough Language	Adopted	
68	11-3-40. (Public Finance)	State	The Comptroller General shall employ such assistance as the General Assembly may provide.	Assistance.	Statute				
69	11-3-50. (Public Finance)	State	The Comptroller General shall keep <del>a book an accounting in SCEIS</del> in which all appropriations by the General Assembly shall be entered, with all payments made under them; he shall also keep <del>another book, properly indexed, an accounting in SCEIS</del> in which he shall enter all contingent accounts allowed by the General Assembly and the time at which payment on such accounts shall be made.	Record of General Assembly appropriations and contingent accounts.	Statute	Modify	Archaic. SCEIS performs.	Adopted	The Comptroller General originally recommended elimination of this law. The Subcommittee was worried there were no statutes that required the CG to perform these functions through SCEIS. The CG agreed to modified language which would bring the statute up to date with current practices of utilizing SCEIS as opposed to pen and paper as it was done years ago.
70	11-3-80. (Public Finance)	State	The Comptroller General shall make to the General Assembly an annual report of the names of the pensioners of the State.	Report of names of pensioners.	Statute	Modify	CG does not have this information.		
71	11-3-90. (Public Finance)	State	The Comptroller General shall report, annually, to the General Assembly his transactions in regard to unappropriated funds in the State Treasury.	Report as to unappropriated Treasury funds.	Statute				
72	11-3-100 (Public Finance)	State	The Comptroller General shall keep a set of books exhibiting the separate transactions of the State Treasury. Such set of books shall be a transcript of the books of the Treasury, constituting a complete check upon that office. And the Comptroller shall, in addition to the exhibits of cash transactions of the Treasury, annually report to the General Assembly a balance sheet of the books aforesaid, setting forth as well by whom debts are due to the State as the amounts of those debts.	Books of Treasurer; report to General Assembly.	Statute	Eliminate	Archaic. SCEIS performs.		
73	11-3-110 (Public Finance)	State	The Comptroller General shall personally superintend, except in the event of his being sick and thereby rendered unable to attend, the transfer of money and papers from the office of the State Treasurer to his successor and report to the General Assembly thereon at their next session.	Transfer of money and papers by Treasurer to successor.	Statute	Eliminate	There is no longer a transfer of cash. Everything is kept at the banks now.	Adopted	

## Legal Standards

74	11-3-120 (Public Finance)	State	The Comptroller General shall between the first and tenth day of each month examine the vouchers in the office of the State Treasurer for all payments made by the Treasurer during the preceding month.	Comptroller General to inspect vouchers of State Treasurer.	Statute	Eliminate	Archaic. There are no longer physical vouchers to examine. SCEIS performs.	Adopted	Subcommittee notes the Department of Administration representative and the Treasurer's Office representative present at the Subcommittee meeting both agreed.
75	11-3-121 (Public Finance)	State	The Comptroller General is authorized to honor vouchers in the current fiscal year for advance payment of airfares and registration fees for official travel to meetings and conferences in July and August of the next fiscal year if the advance payment results in a savings and funds are available in the requesting agency's current budget.	Advance payment of airfares and registration fees for official travel.	Statute				
76	11-3-130 (Public Finance)	State	All payments by the State Treasurer, except for interest on the public debt and the pay of officers, members and attaches of the General Assembly, shall be made on warrants drawn by the Comptroller General, and the vouchers for the same must be filed in his office.	Payments by Treasurer to be on warrants drawn by Comptroller General; exceptions.	Statute				
77	11-3-140 (Public Finance)	State	Notwithstanding any other provisions of law to the contrary, the Comptroller General, after the installation of an electronic data processing system to serve the offices of Comptroller General and State Treasurer, shall present warrants for the payment of each State obligation directly to the State Treasurer, who shall then make payment of the obligation by check. The check form used by the State Treasurer for the payment of such obligation shall be so designated to indicate that payment is made upon authorization of a warrant of the Comptroller General.	Procedure for paying state obligations after installation of electronic data processing system.	Statute				
78	11-3-150 (Public Finance)	State	<u>All warrants issued by the Comptroller General</u> <u>Check issued by the State Treasurer</u> for the payment of claims, if not presented for payment within two years from the date thereof, shall be written off the books of the Comptroller General <u>upon notification by the State Treasurer</u> . But any <del>warrant</del> check may be reissued upon satisfactory proof of nonpayment and loss.	Writing off warrants; reissue.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language.		
79	11-3-160 (Public Finance)	State	In case any warrant issued by the Comptroller General shall be lost and fails to reach the person to whom it has been mailed, the Comptroller General shall, upon satisfactory proof to him of the fact of such loss and upon receiving a bond in an amount double the sum for which the warrant was drawn, issue to such person a duplicate warrant for the sum for which the original warrant was drawn. The duplicate warrant shall state upon its face that it is a duplicate and payable only in case the original warrant is unpaid. Such duplicate warrant, duly endorsed, shall be sufficient for payment by the State Treasurer.	Lost warrants; duplicates.	Statute	Eliminate	Archaic		

## Legal Standards

80	11-3-170 (Public Finance)	State	After the approval of the annual appropriation act by the Governor, monies may be obtained from the State Treasury only by drawing vouchers upon the Comptroller General. All vouchers, except for appropriated salaries, shall be accompanied by a classified and itemized statement of expenditures showing in each case the name of the payee and a list of articles purchased or services rendered, together with a certified statement that such articles or services were purchased or rendered exclusively for the purpose or activity for which the appropriation was made. <del>These statements of expenditures shall be prepared on printed forms prescribed by the Comptroller General and they shall be prepared in duplicate, the copy to be retained for the purpose of assisting in the annual audit and as a permanent office record.</del>	Payments from State Treasury.	Statute	Modify	Delete Strikethrough Language.	Adopted	Subcommittee notes the Department of Administration Representative present at the Subcommittee meeting agreed.
81	11-3-175 (Public Finance)	State	The Office of the Comptroller General shall implement appropriate accounting procedures to consolidate accounts, in connection with lump sum agencies, as necessary for proper accounting and for facilitation of financial reporting in accordance with generally accepted accounting principles.	Consolidation of accounts in connection with lump sum agencies.	Statute				
82	11-3-185 (Public Finance)	State	The expenditure of money appropriated by the General Assembly is by warrant requisitions directed to the Comptroller General. Upon receipt of the requisition, accompanied by invoices or other satisfactory evidence of the propriety of the payment, and itemized according to standard budget classifications, the Comptroller General shall issue a warrant on the State Treasurer to the payee designated in the requisition. Requisitions for warrants may not be processed for amounts less than one dollar. Upon approval and designation by the State Budget and Control Board, state institutions may requisition funds in favor of their own treasurer, itemized only to the extent of the purpose of the appropriation as expressed in the act or joint resolution appropriating the funds, and may deposit these funds in the name of the institution in the bank or banking institutions designated by the State Treasurer, and disburse these funds by check in order to meet the purposes of the appropriation. Strict account must be kept of all these expenditures according to standard budget classifications. Money may be drawn only when actually owing and due. The Comptroller General shall establish rules and regulations for the uniform reimbursement, remittance, and transfers of funds to the general fund of the State as required by law.	Warrant requisitions for expenditure of money appropriated by General Assembly; requisition of funds in favor of state institution treasurer.	Statute				
83	11-3-210 (Public Finance)	State	The Comptroller General shall enter in books, kept for that purpose, such statements of the accounts of persons having the distribution of public money, directed by law to be rendered to him, as will enable him, at any time, to show how such accounts stand between the parties, respectively.	Accounts of all persons distributing public money.	Statute	Eliminate		Adopted	Subcommittee notes the Department of Administration representative present at the Subcommittee meeting agreed.
84	11-3-230 (Public Finance)	State	Professional and Occupational Licensing Agencies (POLA'S) as specified in Section 11-5-210 may establish special comptroller general accounts for crediting testing fees received in excess of amounts appropriated to these agencies for test expenses. Funds credited to these accounts may be used only to pay test expenses. Any account balance at the close of the fiscal year must be remitted to the general fund of the State. These accounts must be designated "earmarked other fund accounts" <del>and funds credited to these accounts must be expended according to the JARC process.</del> These accounts may not be used to defer revenue.	Special Comptroller General accounts for Professional and Occupational Licensing Agencies.	Statute	Modify		Adopted	

## Legal Standards

85	11-3-240 (Public Finance)	State	Of the amount appropriated in the annual general appropriations act for and to counties for the expense of printing tax forms and supplies, four cents per capita, based on the official United States Census for 1990, must be remitted by the Comptroller General to the several counties of the State and must be applied by the counties only for the expense of printing tax forms and supplies for county auditors, treasurers, and tax collectors. Payment must be made to each county treasurer in one annual payment which must be made as soon after the beginning of the fiscal year as practical.	Expenses of printing tax forms and supplies,; manner of payment	Statute	Eliminate	Adopted	
86	11-5-130 (Public Finance)	State	The appropriation made for a state institution shall be paid to the treasurer of the institution, who shall be a bonded officer. The bond shall be approved by the Attorney General as to its form and execution and by the Governor as to its sufficiency and shall be filed with the State Treasurer. The treasurer of the institution shall draw his receipt warrant upon the Comptroller General for the amount as needed. Such receipt warrant shall be countersigned by the president or superintendent of the institution and have attached thereto an itemized sworn statement showing the purposes in detail for which the money to be drawn is to be used. All money shall be drawn only when actually owing and due. Upon receipt by the Comptroller General of the receipt warrant, signed and countersigned and with the statement attached as above provided, the Comptroller General shall issue his warrant on the State Treasurer in favor of the treasurer of the institution for the amount drawn, and the State Treasurer shall pay the warrant, the amount thereof to be charged to the appropriation account of such institution by the Comptroller General and the State Treasurer.	Payment of appropriations to state institutions.	Statute			
87	11-5-170 (Public Finance)	State	The State Treasurer shall, at the close of business on each day, send to the Comptroller General a report of all monies paid out by him, to whom paid and on what account, except that paid upon warrants of the Comptroller General.	State Treasurer to send daily reports to Comptroller General.	Statute	Eliminate	Done automatically by SCEIS.	
88	11-5-180 (Public Finance)	State	The State Treasurer shall, at the end of every month, report to the Comptroller General an accurate statement of the cash transactions of the Treasury, of every description, stating therein every sum of money received or paid away in behalf of the State, particularizing the person and his office of whom received and to whom paid, as also on what account received and for what purpose paid. He shall, at all times, when required by the Comptroller General, produce to him satisfactory statements of the cash in hand and furnish him promptly with the official information, duly certified, relative to any matter connected with the revenue and finance of the State.	Monthly reports to Comptroller General of cash transactions.	Statute	Eliminate	Done automatically by SCEIS.	
89	11-7-20. (Public Finance)	State	(B) Annually the State Auditor shall audit or cause to be audited the State's basic financial statements prepared by the Comptroller General of South Carolina.  (D) Audits must be conducted in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations.	Annual audits of state agencies.	Statute			

## Legal Standards

90	11-7-60. (Public Finance)	State	Each State agency shall remit to the State Auditor an amount representing an equitable portion of the expense of contracting with a certified public accounting firm to conduct a portion of the audit of the State's Comprehensive Annual Financial Report prepared by the Comptroller General's Office. Each state agency's equitable portion of the expense must be determined by a schedule developed by the State Auditor. The remittance must be based upon invoices provided by the State Auditor upon completion of the annual audit. The audit must be rebid using a request for proposals no less frequently than every five years.	Cost of preparing Comprehensive Annual Financial Report; requests for proposal.	Statute				
91	11-9-85. (Public Finance)	State	For accounting purposes, the Comptroller General shall calculate revenues of the following taxes and fees on an accrual basis: (1) stamp and business license; (2) alcoholic liquor; (3) beer and wine; (4) soft drink; (5) electric power; (6) gasoline and motor fuel; (7) admission, including bingo admissions; (8) sales, use, and casual excise; and (9) recording deed.	Tax and fee revenues to be calculated on accrual basis.	Statute				
92	11-9-125. (Public Finance)	State	State agencies shall remit to the general fund of the State any funds found to exist in agency accounts. If an agency believes funds have been inappropriately identified as the funds defined in this section, the agency may appeal through the process provided in Sections 2-65-30 and 2-65-40. A report of the amount of funds credited to the general fund of the State pursuant to this section must be made by the Comptroller General at the time of each official state revenue forecast. This report must be provided to the Executive Budget Office and the Revenue and Fiscal Affairs Office, the Senate Finance Committee, and the House Ways and Means Committee. Research and student aid grants, including indirect cost recoveries, are exempt from this provision.	Order of expenditure of funds by state agencies; remittance of certain funds to state general fund.	Statute				
93	11-9-240. (Public Finance)	State	(2) That nothing herein shall be construed as authority to confuse or consolidate any of the accounts that are now carried on the books and records in the office of the Comptroller General and State Treasurer and all expenditures shall be charged against the separate accounts as now provided in the office of the Comptroller General and State Treasurer;	Budget and Control Board may borrow from departments of state government.	Statute				
94	11-9-340. (Public Finance)	State	The Comptroller General shall, as a part of his annual report, give the amount of the bonded indebtedness of the State.	Statement of bonded indebtedness in Comptroller General's report.	Statute				
95	11-9-860. (Public Finance)	State	Expenditure schedules used in conjunction with any economic announcements must be verified by the Comptroller General prior to publication.	Verification by Comptroller General of expenditure schedules used with economic announcements.	Statute	Eliminate	Superseded by practice.		

## Legal Standards

96	11-9-890. (Public Finance)	State	B. If at the end of the first, second, or third quarter of any fiscal year quarterly revenue collections are two percent or more below the amount projected for that quarter by the Board of Economic Advisors, the State Budget and Control Board, within seven days of that determination, shall take action to avoid a year-end deficit. Notwithstanding Section 1-11-495, if the State Budget and Control Board does not take unanimous action within seven days, the Director of the Office of State Budget must reduce general fund appropriations by the requisite amount in the manner prescribed by law. Upon making the reduction, the Director of the Office of State Budget immediately must notify the State Treasurer and the Comptroller General of the reduction, and upon notification, the appropriations are considered reduced. No agencies, departments, institutions, activity, program, item, special appropriation, or allocation for which the General Assembly has provided funding in any part of this section may be discontinued, deleted, or deferred by the Director of the Office of State Budget. A reduction of rate of expenditure by the Director of the Office of State Budget, under authority of this section, must be applied as uniformly as shall be practicable, except that no reduction must be applied to funds encumbered by a written contract with the agency, department, or institution not connected with state government.	Delineation of fiscal year revenue estimates by quarters; reduction of general fund appropriations; action to avoid year-end deficit.	Statute				
97	11-11-15. (Public Finance)	State	The functions of the State Budget and Control Board in the preparation and submission to the General Assembly of the recommended state budget are devolved upon the Governor. Wherever the phrase "State Budget and Control Board" appears in the context of preparing and submitting budget recommendations to the General Assembly, it means the Governor. In preparing the recommended state budget, the Governor may consult with the State Treasurer, the Comptroller General, or other state officials as needed. The Executive Budget Office shall assist the Governor in preparing the budget recommendations, but this function of the Executive Budget Office may not be construed as altering the overall management and administration of the Executive Budget Office.	Budget functions devolved on Governor; Budget Office to assist.	Statute				
98	11-11-40. (Public Finance)	State	On or before the first day of each November the Comptroller General shall furnish to the Governor the following statements, classified and itemized in strict accordance with the budget classifications adopted by the Governor:  (1) A statement showing the balance standing to the credit of the several appropriations for each department, bureau, division, officer, board, commission, institution or other agency or undertaking of the State at the end of the last preceding appropriation year;  (2) A statement showing the monthly expenditures and revenues from each appropriation account and the total monthly expenditures and revenues from all the appropriation accounts, including special and other appropriations, in the twelve months of the last preceding appropriation year;  (3) A statement showing the annual expenditures in each appropriation account and the revenues from all sources, including expenditures and revenues from special and other appropriations, for each of the last two appropriation years, with a separate column showing the increase or decrease for each item;  (4) An itemized and complete financial balance sheet for the State at the close of the last preceding fiscal year ending June thirtieth; and  (5) Such other statements as the board shall request.	Annual statements from Comptroller General.	Statute	Modify	Except for (2), these statements are included in the CAFR which is generally issued by calendar year end.	Adopted	

## Legal Standards

99	11-11-50. (Public Finance)	State	On or before the first day of December, annually, the Comptroller General shall furnish to the Governor an estimate of the financial needs of the State, itemized in strict accordance with the budget classifications adopted by the Governor and certified and approved by the presiding officer of each House for each year beginning with the first day of July thereafter; and he shall also furnish an estimate of the financial needs of the judiciary, as provided by law, itemized in strict accordance with the budget classification adopted by the Governor, for each year, beginning with the first day of July thereafter. The Comptroller General shall transmit to the Governor with these estimates full and detailed explanations of all increases or decreases. These estimates together with the accompanying explanations of increases and decreases shall be included in the budget by the Governor without revisions, but with its recommendations thereon.	Comptroller General shall furnish annual estimate of needs of State.	Statute	Eliminate	Superseded by practice.		
100	11-11-110. (Public Finance)	State	The Chairman of the Ways and Means Committee of the House of Representatives and the Chairman of the Finance Committee of the Senate shall receive, in addition to their per diem, their actual traveling expenses, to be audited and approved by the Comptroller General.	Expenses of certain committee chairmen of the General Assembly.	Statute				
101	11-11-155. (Public Finance)	State	A) The revenue from the tax imposed pursuant to Article 11, Chapter 36, Title 12 is automatically credited to a fund separate and distinct from the state general fund known as the "Homestead Exemption Fund". The Board of Economic Advisors shall account for the Homestead Exemption Fund revenue separately from general fund revenues, and the board shall make an annual estimate of the receipts by the Homestead Exemption Fund by February fifteenth of each year. This estimate shall be transmitted to the State Treasurer, Comptroller General, the Chairmen of the House Ways and Means Committee and the Senate Finance Committee, and to each school district and county. No portion of these revenues may be credited to the Education Improvement Act (EIA) Fund.	Homestead Exemption Fund established.	Statute				
102	11-11-180. (Public Finance)	State	A) By August thirty-first of each year, the Comptroller General shall report to the State Budget and Control Board the amounts of general fund revenues and expenditures recorded for the preceding fiscal year and any resulting surplus or deficit of the general fund from a budgetary-based perspective. If the Comptroller General determines that annual expenditures exceeded revenues, an operating deficit must be declared in the report and the State Budget and Control Board must meet to address the deficit within sixty days of receiving the report or earlier at any previously scheduled meeting. The operating deficit must be the first item on the agenda of the first State Budget and Control Board meeting held after the Comptroller General reports a deficit pursuant to this section.  (B) Notwithstanding any other provision of law, if the Comptroller General reports an operating deficit for the preceding fiscal year and it is determined funds are needed to balance the Budgetary General Fund after the use of the General Reserve Fund as provided in Section 11-11-310(B), the State Budget and Control Board is authorized to borrow the amount needed to balance the Budgetary General Fund by borrowing from any department of state government any surplus to the credit of the state department on hand in the Office of the State Treasurer. Upon approval by the State Budget and Control Board of a repayment schedule, the State Treasurer is authorized to transfer to the State Budget and Control Board from the general fund the amount necessary to repay the loan with interest no later than June thirtieth of the following fiscal year.	Declaration of operating deficit; meeting to address deficit; borrowing of surpluses authorized.	Statute				

## Legal Standards

103	11-11-220. (Public Finance)	State	A) There is created in the state treasury a fund separate and distinct from the general fund of the State, the Capital Reserve Fund, and all other funds entitled the Contingency Reserve Fund. All general fund revenues accumulated in a fiscal year in excess of general appropriations and supplemental appropriations must be credited to this fund. Revenues credited to this fund in a fiscal year may be appropriated by the General Assembly. Upon determination by the Comptroller General as to the amount to be deposited in the Contingency Reserve Fund, the Comptroller General shall notify the Board of Economic Advisors and the board shall recognize that amount as surplus funds.	Contingency Reserve Fund established.	Statute				
104	11-11-345. (Public Finance)	State	(A) Beginning July 1, 2006, if the Comptroller General determines upon the closing of the state's financial books for a fiscal year that the State has a negative Generally Accepted Accounting Principles Fund balance (GAAP Fund Deficit), any appropriations contained in a general or supplemental appropriations act which expends surplus general fund revenues or in a Capital Reserve Fund appropriations act to be effective during the next fiscal year are suspended and must be used to the extent necessary to offset the GAAP Fund Deficit in the manner the General Assembly shall provide.	Suspension of appropriations; negative GAAP Fund balance defined.	Statute				
105	11-11-410. (Public Finance)	State	(C) The Comptroller General, or any other authorized agency, commission, or officer, may not approve or issue warrants which would allow disbursements above the amount appropriated for general fund purposes unless and until the General Assembly authorizes expenditures in excess of the limitation through procedures provided for in this article. This subsection may not apply to funds transferred from the reserve fund to the general fund.	Appropriations subject to spending limitation; financial emergency; surplus funds.	Statute				
106	11-13-40. (Public Finance)	State	The State Treasurer, with the advice and approval of the State Budget and Control Board, shall keep in a general deposit account all monies held by him for the account of all state funds which, in the opinion of the board, may be properly consolidated. The board shall designate the accounts which shall be so kept and the accounts which shall be carried as special deposits. The records of the State Treasurer and the Comptroller General shall, at all times, reflect the true cash balance of each fund comprising the general deposit account. Properly authorized obligations of the respective state funds comprising the general deposit account shall be paid therefrom, but no overdraft shall be permitted in any funds which will not be covered by the receipt of revenue or monies belonging to such fund within a reasonable time.	General deposit account.	Statute				
107	11-13-70. (Public Finance)	State	Banks or trust companies having deposits made by the State Treasurer shall file a report with the Treasurer on the first day of each calendar month on forms furnished by the Comptroller General.	Reports from depositories to Treasurer.	Statute	Eliminate	Forms no longer furnished.	Adopted	Subcommittee notes the Treasurer's Office representative present at the Subcommittee meeting agreed.
108	11-13-80. (Public Finance)	State	Banks or trust companies having on deposit funds of the State shall transmit monthly to the Comptroller General a copy of the report made to the State Treasurer under the provisions of § 11-13-70.	Depositories to report deposits monthly to Comptroller General.	Statute	Eliminate	Superseded by practice.	Adopted	
109	11-13-120. (Public Finance)	State	All state departments, boards, bureaus, commissions or other state agencies charged with the collection of any taxes, licenses, fees, interest or any income to the State shall, with ordinary business promptness, deposit the same when collected with or to the credit of the State Treasurer, either at his office in the State Capitol or in such bank or banking institution within the State as shall be designated by the State Treasurer; provided, that this section and § 11-13-110 shall not apply to the collection of state taxes by county treasurers, who shall collect and remit as required by the Comptroller General.	Manner of depositing state funds; exception for county treasurers.	Statute	Modify	Delete Strikethrough Language.		

## Legal Standards

110	11-35-45. (Public Finance)	State	<p>(A) All vouchers for payment of purchases of services, supplies, or information technology must be delivered to the Comptroller General's office within thirty work days from acceptance of the goods or services and proper invoice. After the thirtieth work day, following acceptance or the postmark on the invoice, the Comptroller General shall levy an amount not to exceed fifteen percent each year from the funds available to the agency, this amount to be applied to the unpaid balance to be remitted to the vendor unless the vendor waives imposition of the interest penalty.</p> <p>(B) All agencies and institutions of the State are required to comply with the provisions of this section. Only the lump sum institutions of higher education are responsible for the payment of all goods or services within thirty work days after the acceptance of the goods or services and proper invoice, whichever is received later, and shall pay an amount not to exceed fifteen percent per annum on any unpaid balance which exceeds the thirty work-day period, if the vendor specifies on the statement or the invoice submitted to such institutions that a late penalty is applicable if not paid within thirty work days after the acceptance of goods or services.</p> <p>(C) The Comptroller General shall issue written instructions to the agencies to carry out the intent of this section. All offices, institutions, and agencies of state government shall fully cooperate with the Comptroller General in the implementation of this section.</p> <p>(D) The thirty-day period shall not begin until the agency, whether or not the agency processes vouchers through the Comptroller General, certifies its satisfaction with the received goods or services and proper invoice.</p>	Payment for goods and services received by State.	Statute	Modify	General Assembly may wish to revisit. Statute has not been observed for over 20 years.	Adopted	
111	11-35-1230. (Public Finance)	State	<p>(2) The Division of Budget Analysis, or other office or division within the Budget and Control Board, in consultation with the Comptroller General, shall assume responsibility for operation and maintenance of the automated quarterly fiscal reporting procedures. The Comptroller General and the Division of Budget Analysis, or other office or division within the Budget and Control Board, shall assume responsibility for providing quarterly reports to the General Assembly regarding the status of personnel positions, budgets, transfers, and expenditures in all state agencies, departments, and institutions in a format developed in consultation with the Legislative Audit Council. The Legislative Audit Council shall periodically review the reporting system and coordinate legislative information needs with the Office of the Comptroller General and the Division of Budget Analysis, or other office or division within the Budget and Control Board, as necessary. All agencies, departments and institutions of state government shall report to the Comptroller General and the Division of Budget Analysis, or other office or division within the Budget and Control Board, any required information. The Legislative Audit Council shall undertake a periodic review of the reporting and data analysis system developed by the division for reporting both commodities purchased and those not purchased through the division's central purchasing system, and shall make recommendations for incorporating these reporting procedures into the Statewide Accounting and Reporting System (STARS) as necessary to reduce unnecessary duplication and improve efficiency, effectiveness, and accountability.</p>	Auditing and fiscal reporting.	Statute	Eliminate	Current State Budget personnel have no recollection of this statute ever being observed.	Adopted	

## Legal Standards

112	11-37-260. (Public Finance)	State	If at any time any local government fails to effect the punctual payment of the principal of or interest on its local obligations, the State Treasurer shall withhold from the local government sufficient monies from any state appropriation to the local government and apply so much as is necessary to the payment of the principal of and interest on the local obligation of the government. All appropriations of local governments of the State are subject to the provisions of this section. If the local government does not receive state aid in an amount necessary to repay the obligation, the Comptroller General may levy and require the applicable county treasurer to collect and remit to the authority an ad valorem tax sufficient to meet the obligation.	State Treasurer may withhold monies from defaulting local governments.	Statute				
113	11-37-270. (Public Finance)	State	B) Act 682 of 1988 contains features authorizing the issuing of bonds for the benefit of private eleemosynary companies; permitting bond proceeds to be used to acquire local obligations payable from property taxes; permitting the imposition of local property taxes by the Comptroller General for the repayment of local obligations and providing for the payment of local obligations and authority bonds from state appropriations. It is anticipated that these features will be presented to the court for a confirmation of their constitutionality. In the meantime, the authority shall proceed in order to meet the deadline established by the Farmers Home Administration to issue, pursuant to Act 682 of 1988, bonds which can be issued independent of the features described above. The General Assembly declares that the remaining portion of Act 682 of 1988 is capable of being executed in accordance with the legislative intent, wholly independent of those features described above, or any of them.	Legislative declaration of intent.	Statute	Eliminate	Archaic.	Adopted	
114	11-49-40. (Public Finance)	State	A) The authority is governed by a board, which shall consist of five members as follows: the Governor or his designee, the State Treasurer, the Comptroller General, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee. The Governor shall serve as chairman; and in the absence of the Governor, meetings must be chaired by the State Treasurer. All members serve ex officio.	Board; members; compensation; ethics, administrative assistance; personnel.	Statute				
115	11-49-100. (Public Finance)	State	All accounts of the authority must be held and maintained separately from all other funds, properties, assets, and accounts of this State and its other agencies. The board shall keep an accurate account of all of its activities and all of its receipts and expenditures and annually, in the month of January, shall make a report of its activities to the State Budget and Control Board, the report to be in a form prescribed by the State Budget and Control Board. Audited financial statements must be submitted to the Comptroller General by October fifteenth following the end of the fiscal year.	Accounts to be maintained separately; annual report.	Statute				
116	11-53-10. (Public Finance)	State	Each state agency may establish a special account for the purpose of funding the agency's nonrecurring implementation expenses of the South Carolina Enterprise Information System (SCEIS). An agency may transfer into this account funds at the discretion of the agency head to be set aside and expended for the identified purpose. The total amount of funds transferred into the account cannot exceed the agency's implementation costs as projected by the SCEIS Project Team. The special account is exempt from the calculation of any mid-year budget reduction ordered by the State Budget and Control Board. Any unexpended balance in the special account may be carried forward to the succeeding fiscal year and expended for the same purposes. The Comptroller General shall monitor these special accounts to ensure compliance with the provisions of this joint resolution. It is the intent of the General Assembly that agencies pursue grants and other nonstate funding sources to fund their portion of the SCEIS implementation.	Special accounts.	Statute				

## Legal Standards

117	11-53-20. (Public Finance)	State	<p>It is mandated by the General Assembly that the SCEIS shall be implemented for all agencies, with the exception of lump-sum agencies, the General Assembly or its respective branches or its committees, Legislative Council, and the Legislative Services Agency. The South Carolina Enterprise Information System Oversight Committee, as appointed by the Comptroller General, shall provide oversight for the implementation and continued operations of the system. The Budget and Control Board is authorized to use any available existing technology resources to assist with funding of the initial implementation of the system. It is further the intent of the General Assembly to fund the central government costs related to the implementation of the system. Agencies are required to implement SCEIS at a cost and in accordance with a schedule developed and approved by the SCEIS Oversight Committee. Full implementation must be completed within five years. An agency's implementation cost shall be borne by that agency through existing appropriations, grants, and/or the State Treasurer's Master Lease Program and shall be for the implementation of the "back office" administrative functions that are common to all agencies in the areas of purchasing, finance, human resources, payroll, and budgeting. Any issues arising with regard to project scope, implementation schedule, and associated costs shall be directed to the SCEIS Oversight Committee for resolution. In cooperation with the Comptroller General and the Budget and Control Board's Division of State Information Technology, the South Carolina Enterprise Information System Oversight Committee is required to report by January thirty-first of the fiscal year to the Governor, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee the status of the system's implementation and on-going operations.</p>	Implementation; exemption; reports.	Statute				
118	11-55-10. (Public Finance)	State	<p>(A) There is established the State Fiscal Accountability Authority consisting of members as follows: (3) the Comptroller General, who shall serve ex officio;</p>	State Fiscal Accountability Authority; executive director; staff.	Statute				
119	12-2-70. (Taxation)	State	<p>(C) It is unlawful for a county auditor to neglect or refuse to comply with the requirements of the law in the making up of his duplicate or fail to file with the <del>Comptroller General</del> <u>Department of Revenue</u> the abstracts, vouchers, and settlement sheets within the time required by law. (D) It is unlawful for a county treasurer, after being notified of his removal or suspension from office, to fail to settle with the county auditor and the <del>Comptroller General</del> <u>Department of Revenue</u> and pay over all state and county monies in his hands to the officers entitled by law to receive them, within ten days after being notified.</p>	Unlawful conduct by county auditor or treasurer or member of county board of tax appeals.	Statute	Modify	<p>Delete Strikethrough Language. Add Underlined Language. Change to comply with current practice. DOR took over this function from the CG's office over 10 years ago.</p>	Adopted	
120	12-21-140. (Taxation)	State	<p>All persons taxable under the provisions of this chapter shall pay such taxes to the department. The department shall remit to the State Treasurer all moneys collected under the provisions of this chapter and all such remittances shall be accompanied by a typewritten statement, showing the sources from which the taxes were derived. The department shall furnish the Comptroller General with a true copy of all remittance sheets which the department is required by this chapter to send to the State Treasurer.</p>	Payment of taxes; disposition of taxes collected; remittance sheets.	Statute	Eliminate	<p>Done automatically by SCEIS.</p>	Adopted	<p>Subcommittee note the Department of Administration representative and Treasurer's Office representative present at the Subcommittee meeting both agreed.</p>
			<p>The application for the exemption shall be made to the auditor of the county in which the dwelling place is located upon forms, provided by the county <del>and approved by the Comptroller General</del>, and a failure to so apply shall constitute a waiver of the exemption for that year. The term "dwelling place" as used herein shall mean the permanent home and legal residence of the applicant.</p>	General homestead			<p>Delete Strikethrough Language. Approval is not obtained from the Comptroller General</p>		

## Legal Standards

121	12-3-120. (Taxation)	State	<p><del>The Comptroller General shall reimburse the State Agency of Vocational Rehabilitation for the actual expenses incurred in making decisions relative to disability from funds appropriated for homestead reimbursement.</del></p> <p><del>The Comptroller General shall promulgate such rules and regulations as may be necessary to carry out the provisions herein.</del></p>	Official functions exemption.	Statute	Modify	Comptroller General and the Comptroller General no longer performs the other actions.	Adopted	
122	12-39-40. (Taxation)	State	(A) A county auditor may appoint an employee in his office to be his deputy. The appointment must be filed with the <u>Comptroller General Department of Revenue</u> and the governing body of that county. When the appointment is filed, the deputy may act for and on behalf of the county auditor when the auditor is incapacitated by reason of a physical or mental disability or during a temporary absence.	Deputy auditor.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language.	Adopted	
123	12-54-260. (Taxation)	State	<p>(3) "Payment owed by the State" means amounts for which the Comptroller General is responsible for payment and which result from goods or services rendered or to be rendered to the State or its agencies or political subdivisions.</p> <p>(4) "Collecting agency" means the Comptroller General.</p> <p>(B) The department may collect delinquent taxes by means of a setoff procedure as provided in this section.</p> <p>(C) The department shall provide to the Comptroller General the names, social security numbers, or federal employer identification numbers, or other identifying information considered necessary by the Comptroller General to determine whether a payment owed by the State to a taxpayer is a payment due a taxpayer owing delinquent taxes.</p> <p>(D) Based solely on the information furnished by the department, the Comptroller General shall determine if a payment owed by the State is payable to a taxpayer owing delinquent taxes and on this determination he shall remit the payment to the department. The department shall promptly notify the delinquent taxpayer of the payment. Remitting of the payment to the department terminates the Comptroller General's responsibilities under this section, except as otherwise provided by law.</p> <p>(E) Reviews of setoffs are with the department and information furnished by the department to the Comptroller General is considered correct and reliable for use by the Comptroller General in applying the setoff procedure.</p>	Setoff for delinquent taxes.	Statute				
124	13-11-120. (Planning, Research & Development)	State	All funds of the Authority shall be deposited in a bank or banks to be designated by the State Treasurer. Funds of the Authority shall be paid out only upon the signature of the Executive Director of the Authority or his designee upon written warrants of the Comptroller General, drawn on the State Treasurer to the payee designated in the requisition.	Deposits and expenditures; use of funds; receipt of gifts.	Statute				
125	14-15-60. (Courts)	State	The presiding judge shall certify the number of days any such special stenographer may be engaged in the court as such and upon this certificate the Comptroller General shall draw his warrant upon the State Treasurer for the amount due such stenographer for his services and the said State Treasurer may pay the same.	Appointment and compensation of special stenographers.	Statute				
126	17-3-90. (Criminal Procedures)	State	Private, appointed counsel shall submit a voucher to the Office of Indigent Defense setting forth all details of the appointment for purposes of remuneration pursuant to Section 17-3-50 and reimbursement of expenses pursuant to Section 17-3-80, and the public defender shall do likewise pursuant to Section 17-3-80. It is the duty of the Office of Indigent Defense to present the voucher to the trial judge for approval and to transmit the same to the Comptroller General for payment to the appropriate party.	Vouchers for payment for services by private appointed counsel and for reimbursement of expenses; approval and submission for payment.	Statute				

## Legal Standards

127	17-9-70. (Criminal Procedures)	State	Upon presentation to the Governor of the accounts of such agents, itemized and duly verified by their affidavits thereto annexed, the Governor, if he approve such accounts as correct, shall endorse his approval thereon and, upon presentation of the accounts so endorsed to the Comptroller General, he shall draw his warrants on the State Treasurer for the amount thereof, payable out of the regular contingent fund of the Governor.	Governor shall approve accounts; payment.	Statute				
128	24-3-70. (Corrections, Jails, Probations, Paroles & Pardons)	State	No sum beyond the actual expenses incurred in transferring prisoners to the Department of Corrections must be allowed for these services. This sum must be paid to the department by the State Treasurer upon the warrant of the Comptroller General.	Allowable expenses incurred in transportation of prisoners; method of payment.	Statute				
129	24-3-180. (Corrections, Jails, Probations, Paroles & Pardons)	State	Whenever an inmate is discharged from a state prison, the Department of Corrections shall furnish the inmate with a suit of common clothes, if necessary, and transportation from the prison to his home or as near to it as can be done by public conveyances. The cost of transportation and clothes must be paid by the State Treasurer, on the <u>request</u> <del>draft</del> of the department, <u>countersigned by the Comptroller General, based on a warrant issued.</u>	Transportation and clothes for discharged inmates.	Statute	Modify	Add Underlined Language. Delete Strikethrough Language.	Adopted	Subcommittee notes the Department of Corrections representative had no objections.
130	25-13-30 (Military, Civil Defense & Veterans Affairs)	State	Such county boards shall report to the Comptroller General of the State between January first and January fifteenth of each year a complete list of all bona fide pensioners for that year, such list to contain the names and addresses of pensioners and the names of their deceased husbands. The decision of the county board of honor in granting or refusing enrollment shall be final. The members of the county board of honor shall be paid two dollars per day for not more than five days in each year and be reimbursed for all necessary and proper postage and advertising, and ten cents per mile for each mile actually traveled in the discharge of their duties.	Duties of county boards of honor; compensation.	Statute	Eliminate	Archaic. Dates back to the 1860s.	Adopted	
131	25-13-40 (Military, Civil Defense & Veterans Affairs)	State	The judge of probate in each county shall be the clerk of the board of honor in his county and he shall disburse all amounts sent to him by the Comptroller General for those on the honor roll, for the county board or otherwise. He shall receive for his services twenty-five cents for each disbursement under this chapter. He shall keep a complete list of all enrolled and the amount paid or payable to each and shall take receipts from the pensioner for all such payments. In the event of the death of one enrolled he shall pay the decedent's allotment to the one paying her funeral expenses.	Duties of judge of probate.	Statute	Eliminate	Archaic	Adopted	
132	25-13-100 (Military, Civil Defense & Veterans Affairs)	State	All widows of Confederate veterans who have reached the age of fifty-five years shall receive annually from the pension fund the sum of one hundred and sixty dollars and all other widows of Confederate veterans who have attained the age of forty-five years shall receive the sum of one hundred twenty-five dollars; provided, in either such case, that any such widow was married prior to December 31, 1920 or for a period of at least ten years prior to the death of her veteran husband. The pensions shall be paid at such times as may be fixed by the Comptroller General.	Amount of pensions.	Statute	Eliminate	Archaic	Adopted	
133	25-13-130 (Military, Civil Defense & Veterans Affairs)	State	All records in regard to pensioners shall be immediately turned over to the Comptroller General of the State by those who come into control or possession thereof.	Records shall be turned over to Comptroller General.	Statute	Eliminate	Archaic	Adopted	

## Legal Standards

134	27-13-40. (Property and Conveyances)	State	But § 27-13-30 shall not apply to land purchased under proceedings, either by action or power of sale, to foreclose any mortgage acquired after March 9, 1896 by any alien or corporation controlled by aliens, but in such case such alien or corporation controlled by aliens shall not be entitled to hold such excess of land more than five years, unless the Comptroller General shall certify that a sale during that time would be materially detrimental to the interest of such alien or corporation controlled by aliens, in which case such alien or corporation controlled by aliens may hold such land for five years longer upon the same conditions.	Limitation on alien land ownership; lands acquired on foreclosure of mortgage.	Statute	Eliminate	Archaic	Adopted	
135	27-32-200. (Property and Conveyances)	State	(B) The funds must be held and accumulated from year to year in the State Treasury in a special fund for the commission, designated as the "South Carolina Vacation Time Sharing Recovery Fund". The fund is a continuing fund not subject to fiscal year limitations, and is under the administrative direction of the commission. Expenditures from this fund must be made in accordance with the provisions of this chapter without legislative appropriation. Warrants for expenditures from the fund must be drawn by the Comptroller General pursuant to claims approved and signed by the commission.	Vacation Time Sharing Recovery Fund.	Statute				
136	31-13-340. (Housing and Redevelopment)	State	The monies in the State Housing, Finance, and Development Authority Program Fund must be administered by the Authority and be paid out only upon the signature of the chairman of the board of directors of the Authority, or a designee of the board, and the signature of the executive director, upon the written warrants of the Comptroller General drawn on the State Treasurer to the payee designated in the requisition.	State Housing, Finance, and Development Authority Program Fund.	Statute				
137	31-13-420. (Housing and Redevelopment)	State	(B) The monies in the trust fund must be paid out only upon the signature of the chairman of the board or a designee of the board and the signature of the executive director, upon the written warrants of the Comptroller General drawn on the State Treasurer to the payee designated in the requisition. The authority shall maintain separate records and books of accounts for all monies deposited into the fund. The authority is entitled to reimbursement for the costs or expenses incurred in the administration and operation of the fund from monies deposited into the fund.	Establishment of fund; trustee; records; payments from fund; annual report.	Statute				
138	34-3-80. (Banking, Financial Institutions & Money)	State	Whenever an officer of any bank engaged in business in this State shall be called upon by the Comptroller General or any of his clerks or agents for a certificate of the amount of cash on deposit to the credit of any public officer for use in settlements with such public officer and shall willfully and knowingly give a false certificate or statement he shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than one hundred dollars nor more than five hundred dollars or by imprisonment for not more than six months nor less than three months, in the discretion of the court.	Criminal liability of bank official furnishing false certificate to Comptroller General.	Statute	Eliminate	Superseded by practice. The CG would go to the Treasurer to ask these questions, not directly to the banks.	Adopted	
139	38-45-60. (Insurance)	State	(A) As soon after December thirty-first of each year as may be convenient, the director or his designee shall render an accounting to the State Treasurer of the state portion of the broker's premium tax rate payment collected showing the counties in which the risk covered by the insurance is located and <u>the State Treasurer</u> shall furnish a duplicate of the accounting to the Comptroller General. The Comptroller General shall draw his warrants on the State Treasurer for <u>allocating</u> one-fourth of the state's portion of the broker's premium tax rate payment collected by the department on property insurance, payable to the county treasurer of the county in which the property is located. The county treasurer shall distribute the broker's premium tax collected on property insurance in accordance with the requirements of Sections 23-9-360 and 23-9-470 and Sections 38-7-70 and 38-7-80.	Accounting of state portion of broker's premium tax rate payment collected; distribution from earmarked fund.	Statute	Modify	Add Underlined Language. Delete Strikethrough Language.	Adopted	Subcommittee notes the Treasurer's Office representative present at the Subcommittee meeting initially had an alternate recommended modification, but then agreed with the revised recommendation of the CG.

## Legal Standards

140	38-57-290. (Insurance)	State	Any person paying a fine levied by the director or his designee, under protest, may at any time within thirty days after payment, but not afterwards, bring an action against the director or his designee for the recovery thereof in the court of common pleas of the county in which the fine was payable. If it is determined in that action that the fine was wrongfully or illegally levied and collected, for any reason going to the merits, the court before whom the case is tried shall certify of record that the fine was wrongfully collected and should be refunded and thereupon the Comptroller General shall issue his warrant for the refunding of the fine so paid.	Action for recovery of fine paid under protest.	Statute				
141	38-77-154. (Insurance)	State	The Uninsured Motorists Fund shall be under the supervision and control of the Department of Insurance. Payments from the Uninsured Motorists Fund shall be made on warrants of the Comptroller General issued on vouchers signed by a person designated by the director. The purpose of the Uninsured Motorists Fund is to reduce the cost of the insurance required by Section 38-77-150 and to protect and educate consumers as provided by Section 38-77-151.	Department of Insurance to supervise and control Uninsured Motorist Fund; purpose of fund.	Statute				
142	40-1-50. (Professions and Occupations)	State	Board members must be compensated for their services at the usual rate for mileage, subsistence, and per diem as provided by law for members of state boards, committees, and commissions and may be reimbursed for actual and necessary expenses incurred in connection with and as a result of their work as members of the board. The director, within the limits set by the Comptroller General, shall establish reimbursement standards for travel and other expenses incurred by a board member in the performance of the board member's official duties. Compensation and reimbursements paid to board members under this subsection must be paid as an expense of the board in the administration of this article and the board's chapter and must be paid from the fees received by the board pursuant to the provisions of this article or in a manner prescribed by the Department of Labor, Licensing and Regulation.	Authority of department; record of board proceedings; roster of licensees; fee structures.	Statute				
143	40-6-330. (Professions and Occupations)	State	(A) There is created the Auctioneer Recovery Fund to be maintained by the department for the payment of claims to persons injured by licensees under this chapter. Monies in the fund must be held and carried forward by the State Treasurer separate from the general fund. At least one hundred thousand dollars for recovery and guaranty purposes must be maintained in the fund. Fund monies may be invested and reinvested by the State Treasurer in interest bearing accounts, interest accruing to the fund. Sufficient liquidity must be maintained so that there are monies available to satisfy claims processed through the commission. Expenditures from the fund must be made in accordance with this chapter without legislative appropriation. Warrants for expenditures must be drawn by the Comptroller General pursuant to claims approved and signed by the director of the department.	Auctioneer Recovery Fund; maintenance and contributions; use of excess funds.	Statute				
144	41-31-820. (Labor & Employment)	State	(B) Notwithstanding the amounts annually appropriated as "Unemployment Compensation Insurance" to cover unemployment benefit claims paid to employees of the state government who are entitled under federal law, the State Treasurer and the Comptroller General, are hereby authorized and directed to pay from the general fund of the State to the department funds necessary to cover actual benefit claims paid during the current fiscal year which exceed the amounts paid in for this purpose by the various agencies, departments, and institutions subject to unemployment compensation claims. The department must certify quarterly to the State Budget and Control Board the state's liability for such benefit claims actually paid to claimants who were employees of the State of South Carolina and entitled under federal law. The amount so certified must be remitted to the department.	Deposit and review of premiums collected from state agencies; transfers from general fund to cover claims.	Statute				

## Legal Standards

145	41-33-90. (Labor & Employment)	State	The department shall from time to time issue its requisition for a lump sum amount for the payment of benefits or refunds upon the Comptroller General who shall draw his warrant on the State Treasurer in the form provided by law. The Treasurer shall pay this amount to the department by a check drawn on the benefit account, notwithstanding any provisions of law in this State relating to deposit, administration, release and disbursement of money in the possession or custody of this State to the contrary. The department in requisitioning lump sum withdrawals from the State Treasurer for the payment of individual benefit claims shall not exceed in any event the balance of funds in the benefit account, and the requisition must be in an amount estimated to be necessary for benefit payments for a period that the department may prescribe by regulation.	Requisitions by Department on State Treasurer.	Statute				
146	41-33-120. (Labor & Employment)	State	A refund payable pursuant to Section 41-31-360 or item (6) of Section 41-27-260 may be paid from the clearing or benefit accounts upon requisition by the department to the Comptroller General, who shall draw his warrant in the usual form provided by law on the State Treasurer, who shall pay the refund from the proper account.	Payment of refunds.	Statute				
147	41-33-430. (Labor & Employment)	State	Monies deposited or paid into the fund are appropriated and made available to the department. Money in this fund must be expended solely for the purpose of defraying the cost of the administration of Chapters 27 through 41 of this title and for no other purpose. A balance in the fund may not lapse at any time but continuously must be available to the department for expenditure consistent with Chapters 27 through 41 of this title. The department shall issue its requisition approved by the director or a designated individual, officer, or agent for payment of the costs of administration to the Comptroller General who shall draw his warrant in the usual form provided by law on the State Treasurer, who shall pay it by check on the Department of Employment and Workforce administration fund.	Use of fund; requisitions and warrants.	Statute				
148	41-33-610. (Labor & Employment)	State	(C) A balance in the fund shall not lapse at any time, but must be continuously available to the department for expenditure consistent with Chapters 27 through 41 of this title. The department shall issue its requisition approved by its director or his designated officer or agent for the purposes set forth in this section to the Comptroller General who shall draw his warrant in the usual form provided by law on the State Treasurer, who shall pay it by check on the fund.	Department of Employment and Workforce special administration fund.	Statute				
149	41-33-710. (Labor & Employment)	State	(C) A balance in the fund does not lapse, but is continuously available to the department for expenditure consistent with Chapter 42 of this title. The department must issue its requisition approved by its director or his designated officer or agent for the purposes set forth in this section to the Comptroller General who shall draw his warrant in the usual form provided by law on the State Treasurer, who shall pay it by check on the fund.	Department of Employment and Workforce administrative contingency fund.	Statute				
150	41-33-810. (Labor & Employment)	State	(E) Any balances in the fund shall not lapse at any time but shall be continuously available to the department for expenditure consistent with Chapters 27 through 41 of this title. The department shall issue its requisition approved by the executive director or any designated individual, officer, or agent for payment of such costs of interest to the Comptroller General who shall draw his warrant in the usual form provided by law on the State Treasurer, who shall pay it by check on the interest assessment fund.	Department of Employment and Workforce interest assessment fund.	Statute				

## Legal Standards

151	41-33-910. (Labor & Employment)	State	(E) All balances in this fund must not lapse at any time but must be continuously available to the department by expenditure consistent with Chapters 27 through 41 of this title. The department shall issue its requisition, which must be approved by the executive director or any designated officer, agent, or other individual for payment of the costs of interest to the Comptroller General who shall draw his warrant in the usual form provided by law on the State Treasurer, who shall pay it by check on the integrity fund.	Department of Employment and Workforce integrity fund.	Statute				
152	42-7-75. (Workers' Compensation)	State	The State Treasurer and the Comptroller General shall pay from the general fund of the State to the State Accident Fund any necessary funds to cover actual benefit claims paid during any fiscal year, which exceed the amounts paid in for this purpose by the various agencies, departments, and institutions. The State Accident Fund shall certify quarterly to the Budget and Control Board the state's liability for the benefit claims actually paid to claimants who are employees of any agency or political subdivision of this State and who are entitled to such payment under state law. The amount certified must be remitted to the State Accident Fund.	State agencies required to pay workers' compensation premiums; State Treasurer's duties as to state accident fund.	Statute				
153	42-7-80. (Workers' Compensation)	State	When awards under this article are made by the commission, the commission shall transmit to the director of the fund an official copy of such award, which shall contain the name of the claimant or beneficiary, an itemized statement of the payments to be made and such other information as may be necessary to constitute a full record of the case. Upon receipt of such official award the director of the fund, if he approves the award, shall forward an official copy thereof to the Comptroller General who shall issue his warrant upon the State Treasurer in payment of the claim and retain the award as his voucher therefor. If the director intends to litigate or otherwise contest the award, he shall notify the commission of such intention.	Payment of awards; notice of intention to contest award.	Statute				
154	42-7-210. (Workers' Compensation)	State	Notwithstanding the amounts annually appropriated as Workers' Compensation Insurance to cover Workers' Compensation benefit claims paid to employees of the state government who are entitled under state law, the State Treasurer and the Comptroller General are hereby authorized and directed to pay from the general fund of the State to the State Accident Fund such funds as are necessary to cover actual benefit claims paid and expenses relating to the operations of the agency during the current fiscal year which exceed the amounts paid in for this purpose by the various agencies, departments, and institutions. The State Accident Fund must certify quarterly to the Budget and Control Board the state's liability for such benefit claims actually paid to claimants who are employees of the State of South Carolina and entitled under state law. The amount so certified must be remitted to the State Accident Fund.	Transfers from general fund to State Accident Fund authorized.	Statute				
			(b) Disbursements from the fund shall be made with the approval of the director by forwarding a disbursement voucher, along with an itemized statement of payments and such other information as may be necessary to justify payment, to the Comptroller General who shall issue his warrant upon the State Treasurer in payment of the disbursement request.						

## Legal Standards

155	42-7-310. (Workers' Compensation)	State	When awards are made under Section 42-9-400 or 42-9-410 by the commission, it shall transmit to the director of the fund an official copy of such awards which shall contain the name of the employer, carrier, and employee to whom benefits were originally paid, an itemized statement of payments, and such other information as may be necessary to constitute a full record of the case. Upon the receipt of such official award, the director of the fund, if he approves the award, shall forward a disbursement voucher, along with an official copy, to the Comptroller General who shall issue his warrant upon the State Treasurer in payment of the claim. If the director intends to litigate or otherwise contest the award, he shall notify the commission of such intention. Any questions or controversies arising under this subsection shall be decided by the commission in the procedural manner now provided under this title.	Establishment, purpose, administration, funding and staff of Second Injury Fund.	Statute				
156	43-1-200. (Social Services)	State	The director shall designate and authorize the proper officers and employees of the state department to issue its requisition upon the Comptroller General for the payment of salaries or other expenses in the administration of Chapters 1, 3, 5, 7, 9, 19, and 23. The Comptroller General shall draw his warrant upon the State Treasurer as directed by such requisition, and the State Treasurer shall pay such warrants by check or otherwise. In paying assistance granted to recipients in accordance with Chapters 1, 3, 5, 7, 9, 19, and 23, the State Department may include in one lump requisition the total amount it will require to meet monthly payments from the various funds set up under the provisions of Chapters 1, 3, 5, 7, 9, 19, and 23 and disburse such assistance to the individual beneficiaries by its own checks, but attached to such lump sum requisition shall be a list of the beneficiaries and the amounts for each making up the total requisitioned.	Payment of salaries, expenses and assistance; lump sum requisitions.	Statute				
157	43-21-40. (Social Services)	State	(h) certify homemakers and home health aides pursuant to the Federal Omnibus Budget Reconciliation Act of 1987 and subsequent amendments to that act and through regulations promulgated in accordance with the Administrative Procedures Act establish and collect fees for the administration of this certification program. Fees collected must be placed on deposit with the State Treasurer. Accounting records must be maintained in accordance with the Comptroller General's policies and procedures. Unused fees may be carried forward to the next fiscal year for the same purpose;	Division shall be State agency to implement and administer aging programs of Federal Government; powers and duties generally.	Statute				
158	43-31-120. (Social Services)	State	There is created a special fund, to be known as the vocational rehabilitation fund. The fund shall consist of all monies appropriated by this State and all monies received from the United States or any other source for such purpose, as provided by this chapter. All monies in this fund shall be deposited, administered, and disbursed in the same manner and under the same conditions and requirements as provided by law for other public funds in the State Treasury. All monies in this fund are appropriated and made available to the agency, and shall be expended solely for the purposes of this chapter. Any balances in the fund shall not lapse at any time but shall be continuously available to the agency for expenditure consistent with this chapter. The agency, acting through the commissioner, shall issue its requisition for payment of all costs of administering this chapter to the Comptroller General, who shall draw his warrant in the usual form provided by law on the State Treasurer, who shall pay it by check on the vocational rehabilitation fund.	Vocational rehabilitation fund.	Statute				

## Legal Standards

159	48-27-240. (Environmental Protection & Conservation)	State	The secretary of the Board shall receive and account for all moneys derived under the provisions of this chapter and shall pay them to the State Treasurer, who shall keep such moneys in a separate fund to be known as the fund of the State Board of Registration for Foresters. Such fund shall be kept separate and apart from all other moneys in the State Treasury and shall be paid out only by warrants regularly drawn by the chairman and secretary of the Board. All moneys in the fund of the State Board of Registration for Foresters are hereby specifically appropriated for the use of the Board. Under no circumstances shall the total amount of warrants issued by the Comptroller General in payment of the expenses and compensation provided for in this chapter exceed the amount of the examination, registration, and renewal fees collected as provided in this chapter.	Receipts and expenditures by board.	Statute				
160	55-11-200. (Aeronautics)	State	During each year in which an ad valorem tax is levied on the property with the Greenville-Spartanburg Airport District, the commission of said district shall determine the total amount realized from such tax and notify the treasurer of that county, paying to the Comptroller General less than that turned over to said Comptroller General by the other county. Thereupon such treasurer shall, from the general funds of his county, pay to the treasurer of the other county, to be placed in the general funds, such amount as shall be necessary to equalize the amount contributed by each county.	Contributions by counties equalized.	Statute				
161	55-11-340. (Aeronautics)	State	(f) There shall be irrevocably pledged for the payment of such bonds and interest as they mature the full faith, credit and resources of the district. Until the principal and interest of all bonds issued under this article shall be fully paid, there shall be levied on all taxable property in the district an annual tax ad valorem sufficient to pay the principal and interest of all bonds issued under this article as such principal and interest becomes due. The tax shall be annually levied by the Comptroller General of South Carolina and collected by the county treasurers of Richland and Lexington Counties at the same time and in the same manner as county taxes are collected.	Powers and duties of Commission	Statute				
162	55-11-410. (Aeronautics)	State	In the event that the County of Richland or the County of Lexington, or either of them, should fail or refuse to make any such contract, or if such contract should be made and there should be a default thereunder, and for either of such reasons or for any other reason the County of Richland or the County of Lexington should fail to provide its one-half share of the operating deficit, the Comptroller General of the State of South Carolina is authorized and directed to withhold from the monies to be received by the County of Richland or the County of Lexington, as the case may be, from the annual distribution made by the State of South Carolina to counties and municipalities from its receipts from the taxes levied by the State of South Carolina on alcoholic beverages, beer and wine, and on personal and corporate income an amount sufficient to pay such share or shares of the operating deficit.	Annual appropriations; defaults.	Statute				
163	55-17-20. (Aeronautics)	State	(f) There shall be irrevocably pledged for the payment of such bonds and interest as they mature the full faith, credit, and resources of the district. Until the principal and interest of all bonds issued under this chapter shall be fully paid, there shall be levied on all taxable property in the district an annual ad valorem tax sufficient to pay the principal and interest of all bonds issued under this chapter as such principal and interest become due. The tax shall be annually levied by the Comptroller General of South Carolina and collected by the county treasurer of the county or counties in which the district is located at the same time and in the same manner as county taxes are collected.	Issuance of general obligation bonds by districts.	Statute				

## Legal Standards

164	56-1-148. (Motor Vehicles)	State	D) The department shall charge a fee of fifty dollars for affixing the identifying code provided in subsection (B). This fee is in addition to the fee provided for in Section 56-1-140. This fee must be placed by the <u>Comptroller General Department of Motor Vehicles</u> into a special restricted account to be used by the department to defray expenses associated with this section.	Identifying code affixed on driver's license of person convicted of certain crimes.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
165	56-1-170. (Motor Vehicles)	State	(3) The fee for each special restricted driver's license is one hundred dollars, but no additional fee is due because of changes in the place and hours of employment, education, or residence. Of this fee, twenty dollars must be distributed to the general fund and eighty dollars must be placed by the <u>Comptroller General Department of Motor Vehicles</u> into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles.	Restricted licenses; penalties for violations; hearings; special restricted driver's licenses.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
166	56-1-171. (Motor Vehicles)	State	(C) The fee for a special route-restricted driver's license is one hundred dollars, but no additional fee is due because of changes in the place and hours of employment, education, or residence. Twenty dollars of this fee must be deposited in the state general fund and eighty dollars must be placed by the Comptroller General into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles.	Suspension for failure to pay child support; route-restricted license.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
167	56-1-220. (Motor Vehicles)	State	(B) During the fifth year of a ten-year license, the licensee must submit by mail to the department a certificate from an ophthalmologist or optometrist licensed in any state or appear in person at a department office to complete a vision screening. If a licensee fails to submit a certificate or fails to appear in person, the licensee must be fined fifty dollars. The department shall waive the fine if the person completes the requirements of this section within ninety days after the end of the fifth year of a ten-year license. This fine must be placed by the <u>Comptroller General Department of Motor Vehicles</u> into a special restricted account to be used by the department to defray the expenses incurred by this section. Interest accrued by this account must remain in this account.	Vision screenings required for renewal of license; in person or certified vision screenings for a ten year license; certification of minimum standards; operation of vehicle with defective vision.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
168	56-1-286. (Motor Vehicles)	State	(D) However, if the person is subsequently convicted of violating Section 56-5-2930, 56-5-2933, or 56-5-2945, then, upon conviction, the person shall pay twenty-five dollars for the costs of the tests. The twenty-five dollars must be placed by the <u>Comptroller General Department of Motor Vehicles</u> into a special restricted account to be used by the State Law Enforcement Division to offset the costs of administration of the breath testing devices, breath testing site video program, and toxicology laboratory.	Suspension of license or permit or denial of issuance of license or permit to persons under the age of twenty-one	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix	Adopted	Subcommittee notes the DMV representative present at the

## Legal Standards

	(VIVID VEHICLES)		(K)(1) Twenty-five dollars of the fee collected by the Department of Motor Vehicles must be distributed to the Department of Public Safety for supplying and maintaining all necessary vehicle videotaping equipment. The remaining seventy-five dollars must be placed by the <u>Comptroller General Department of Motor Vehicles</u> into a special restricted account to be used by the Department of Motor Vehicles to defray the Department of Motor Vehicle's expenses.	who drive motor vehicles with certain amount of alcohol concentration.			DIVIV OTTIS FTTUHKA system for all transactions involving licensing, titling, and vehicle registrations.		PICSTOOL UIC Subcommittee meeting agreed.
169	56-1-390. (Motor Vehicles)	State	(2) The fees collected by the Department of Motor Vehicles under this provision must be distributed as follows: seventy dollars must be placed by the <u>Comptroller General Department of Motor Vehicles</u> into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles, and one dollar must be credited to the "Keep South Carolina Beautiful Fund" established pursuant to Section 56-3-3950. From the "Keep South Carolina Beautiful Fund", the Department of Transportation shall expend funds necessary to employ, within the Department of Transportation, a person with training in horticulture to administer a program for beautifying the rights-of-way along state highways and roads.	Fee for reinstatement of license; disposition of fee proceeds.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
170	56-1-395. (Motor Vehicles)	State	(G) The payment program administrative fee of thirty-five dollars must be placed by the <u>Comptroller General Department of Motor Vehicles</u> into a special restricted account to be used by the Department of Motor Vehicles to defray its expenses.	Driver's license reinstatement fee payment program.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
171	56-1-400. (Motor Vehicles)	State	The fee for an ignition interlock restricted license is one hundred dollars, which shall be placed into a special restricted account by the <u>Comptroller General Department of Motor Vehicles</u> to be used by the Department of Motor Vehicles to defray the department's expenses.	Surrender of license; issuance of new license; endorsing suspension and ignition interlock device on license.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
172	56-1-460. (Motor Vehicles)	State	(e)(iii) The fee for a route restricted driver's license issued pursuant to this item is one hundred dollars, but no additional fee is due when changes occur in the place and hours of employment, education, or residence. Of this fee, eighty dollars must be placed by the <u>Comptroller General Department of Motor Vehicles</u> into a special restricted account to be used by the Department of Motor Vehicles to defray the Department of Motor Vehicles' expenses. The remainder of the fees collected pursuant to this item must be credited to the Department of Transportation State Non-Federal Aid Highway Fund.  (C) One hundred dollars of each fine imposed pursuant to this section must be placed by the <u>Comptroller General Department of Motor Vehicles</u> into a special restricted account to be used by the Department of Public Safety for the Highway Patrol.	Penalties for driving while license cancelled, suspended or revoked; route restricted license.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

173	56-1-550. (Motor Vehicles)	State	The Department of Motor Vehicles may collect a fee not to exceed twenty dollars per document to expedite a request for copies of documents and records it maintains. This fee is in addition to the normal fees associated with the request. Expedited requests must be available within seventy-two hours of receipt of the request and standard requests within thirty days. Nothing in this section may be construed as circumventing the requirements of Section 30-4-30 of the Freedom of Information Act. The funds collected pursuant to this section must be placed into a special restricted account by the <u>Comptroller General Department of Motor Vehicles</u> to be used by the Department of Motor Vehicles to defray expenses.	Fee for expediting request for copy of document or record.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
174	56-1-740. (Motor Vehicles)	State	(3) The fee for each special restricted driver's license is one hundred dollars, but no additional fee is due because of changes in the place and hours of employment, education, or residence. Of this fee, eighty dollars must be placed by the <u>Comptroller General Department of Motor Vehicles</u> into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the department.	Suspension of driver's license or nonresident's privilege to drive; special restricted driver's licenses.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
175	56-1-746. (Motor Vehicles)	State	(D)(3) The fee for a special restricted driver's license is one hundred dollars, but no additional fee is due because of changes in the place and hours of employment, education, or residence. Twenty dollars of this fee must be deposited in the state general fund and eighty dollars must be placed by the <u>Comptroller General Department of Motor Vehicles</u> into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles.	Suspension of driver's license for alcohol-related offenses; penalties; special restricted licenses.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
176	56-1-2080. (Motor Vehicles)	State	(A)(1) A person may not be issued a commercial driver's license unless that person is a resident of this State and has passed a knowledge and skills test for driving a commercial motor vehicle which complies with the minimum federal standards established by 49 C.F.R. Part 383, subparts F, G, and H and has satisfied all other requirements of the CMVSA as well as any other requirements imposed by state law or federal regulation. The tests must be prescribed and conducted by the department. The first commercial driver's license skills test administered by the department to an individual is free of charge; thereafter, the Department of Motor Vehicles is authorized to charge a fee of twenty-five dollars for each subsequent commercial driver's license skills test administered to that individual. State agency and school district employees who are required to possess a commercial driver's license in the course of their normal job duties are exempt from this requirement. This fee must be placed into a special restricted account by the <u>Comptroller General Department of Motor Vehicles</u> to be used by the Department of Motor Vehicles to defray its expenses.	Qualifications for license; administration of skills test; persons to whom license may not be issued; commercial driver instruction permit.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

177	56-3-210. (Motor Vehicles)	State	The Department of Motor Vehicles may charge a five dollar fee for the temporary license plate which the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> must place into a special restricted account to be used by the Department of Motor Vehicles to defray its expenses associated with the production and issuance of the temporary license plates.	Time period for procuring registration and license; temporary license plates; transfer of license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
178	56-3-355. (Motor Vehicles)	State	Before a suspended vehicle registration card can be reinstated, a fee of fifty dollars for each registration card suspension must be paid to the department. The fifty dollar fee must be placed in a special restricted account by the <del>Comptroller</del> <u>General Department of Motor Vehicles</u> to be used by the department to offset the expenses of administering the Performance and Registration Information Systems Management Program.	Suspension or revocation of commercial vehicle registration card and license plate; reinstatement; fees.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
179	56-3-662. (Motor Vehicles)	State	The Department of Motor Vehicles shall charge a fee of five dollars for each identifier. The five-dollar identifier fee must be remitted to the general fund. The Department of Motor Vehicles may promulgate regulations pursuant to this section. The five-dollar fee collected pursuant to this section must be placed in a special restricted account by the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> to be used by the Department of Public Safety for the administration and enforcement of the provisions contained in Articles 3 and 5 of Chapter 23, Title 58, and for the building or renovation of weigh stations. All unexpended funds from prior years collected under this section may be retained and carried forward by the Department of Public Safety and used for these purposes.	Identifier fees; administration and enforcement funding.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

180	56-3-1230. (Motor Vehicles)	State	(A) License plates must be at least six inches wide and not less than twelve inches in length and must show in bold characters the year of registration, the serial number, the full name or the abbreviation of the name of the State, and other distinctive markings the department may consider advisable to indicate the class of the weight of the vehicle for which the license plate was issued. The plate must be of a strength and quality to provide a minimum service of five years. A new license plate including personalized and special plates, but excluding license plates provided in Sections 56-3-660 and 56-3-670, must be provided by the department at intervals the department considers appropriate, but at least every six years. A new license plate for vehicles contained in Sections 56-3-660 and 56-3-670 must be provided by the department at intervals the department considers appropriate. Beginning with the vehicle registration and license fees required by this title which are collected after July 1, 2002, except for the fees collected pursuant to Sections 56-3-660 and 56-3-670, two dollars of each biennial fee and one dollar of each annual fee collected from the vehicle owner must be placed by the <del>Comptroller General Department of Motor Vehicles</del> in a special restricted account to be used solely by the Department of Motor Vehicles for the costs associated with the production and issuance of new license plates. The department is not authorized to use this set aside money for any other purpose. License plates issued for vehicles in excess of twenty-six thousand pounds must be issued biennially, and no revalidation sticker may be issued for the plates. License plates issued as permanent may be revalidated and replaced at intervals determined by the department.	Specifications of license plates; periodic issuance of new plates; treatment with reflective material; issuance of revalidation stickers.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
181	56-3-1290. (Motor Vehicles)	State	The Department of Motor Vehicles, upon application and the payment of a fee of ten dollars, shall transfer the license plate assigned for one vehicle to another vehicle of the same general type owned or leased by the same person without a paid tax receipt for the vehicle. However, subsequent transfers of a license plate to the same vehicle may not be processed without a paid tax receipt based upon the value of the vehicle to which the plate is being transferred. Three dollars of the fees paid pursuant to this section must be deposited in the state general fund, and the remaining seven dollars must be placed into a special restricted account by the <del>Comptroller General Department of Motor Vehicles</del> to be used by the Department of Motor Vehicles to defray its expenses.	Transfer of plates to another vehicle of same owner.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
182	56-3-1335. (Motor Vehicles)	State	The Department of Motor Vehicles shall suspend a motor vehicle's current registration and shall not register or reregister a motor vehicle that was operated when its driver failed to pay a toll and whose owner has an outstanding judgment for failure to pay a toll pursuant to Section 57-5-1495(E) entered against him. The suspension or denial of registration or reregistration shall remain in effect until the judgment is satisfied, evidence of the satisfaction has been provided to the Department of Motor Vehicles, and a reinstatement fee of fifty dollars has been paid. The reinstatement fee collected must be placed by the <del>Comptroller General Department of Motor Vehicles</del> into a special restricted account to be used by the Department of Motor Vehicles to defray the costs associated with this section.	Suspension of vehicle's registration for failure to pay toll; reinstatement fee.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

183	56-3-2545. (Motor Vehicles)	State	Of the fees collected pursuant to this section, the <u>Comptroller General Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles in producing and administering this special license plate. The remaining fees collected pursuant to this section must be credited to the South Carolina Conservation Bank Trust Fund established pursuant to Section 48-59-60 of the 1976 Code.	Collection and disbursement of fees.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
184	56-3-3500. (Motor Vehicles)	State	(B) Notwithstanding any other provision of law, from the fees collected pursuant to this section, the <u>Comptroller General Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles in producing and administering the special license plates. The remaining funds collected from the special motor vehicle license fee must be distributed to Penn Center, Inc., to support its activities.	"Penn Center" license plates; fees; special fund for Penn Center, Inc.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
185	56-3-3600. (Motor Vehicles)	State	(B) Of the fees collected pursuant to this section, the <u>Comptroller General Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles in producing and administering this special license plate. The remaining funds collected from the special motor vehicle license fee must be distributed to the South Carolina Nurses Foundation to endow scholarships for all of the state's registered nursing programs.	South Carolina Nurses license plates; fee; special fund for South Carolina Nurses Foundation.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
186	56-3-3800. (Motor Vehicles)	State	(A) The Department of Motor Vehicles may issue motor vehicle license plates to members of the American Legion for private motor vehicles and motorcycles registered in their names. The fee for this special license plate must be the regular motor vehicle license fee contained in Article 5, Chapter 3 of this title, the special fee required by Section 56-3-2020, and an additional special fee of forty dollars that must be distributed to the South Carolina American Legion. The forty-dollar special fee must be deposited in an account designated by the South Carolina American Legion, and must be used to off-set the expenses associated with the South Carolina Boys and Girls State Program. Notwithstanding any other provision of law, of the fees collected in accordance with Section 56-3-2020 for the special license plate, the <u>Comptroller General Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles in producing and administering the special plate. The license plates issued pursuant to this section must conform to a design agreed to by the department and the chief executive officer of the organization.	American Legion special license plate; deposit requirement; production limitations for special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

187	56-3-3950. (Motor Vehicles)	State	Notwithstanding any other provision of law, of the fees collected for this special license plate, the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the department's expenses in producing and administering this special license plate.	"Keep It Beautiful" license plates; special fund for road enhancement.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
188	56-3-4100. (Motor Vehicles)	State	(B) Notwithstanding any other provision of law, of the fees collected for the special license plate, the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicle in producing and administering the special license plate. Any remaining funds must be deposited in a special account, separate and apart from the general fund, designated for use by the South Carolina Elks Association to be used to support its Alzheimer's state project.	South Carolina Elks Association Special License Plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
189	56-3-4200 (Motor Vehicles)	State	(C) Notwithstanding another provision of law, from the fees collected pursuant to this section, the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the department to defray the expenses of the department in producing and administering the plates. The remaining funds collected from the special motor vehicle license fee must be distributed to the South Carolina Department of Parks, Recreation and Tourism and used by the State Park Service for recreational enhancements and improvements.	Authority to issue special license plates; collector plates; fees; minimum number of orders.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
190	56-3-4410 (Motor Vehicles)	State	(B) Notwithstanding any other provision of law, from the fees collected pursuant to this section, the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles in producing and administering the special license plates. The remaining funds collected from the special motor vehicle license fee must be distributed to the Palmetto Cycling Coalition, Inc., or another nonprofit fund designated by the Palmetto Cycling Coalition, Inc., for the promotion of bicycling safety and education programs. Any remaining funds must be administered by the Palmetto Cycling Coalition, Inc., used only for efforts to promote bicycle safety and education programs, and deposited in an appropriate nonprofit account designated by the Palmetto Cycling Coalition, Inc.	"Share the Road" license plates; fees; special fund for bicycling safety and education programs.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

191	56-3-4510. (Motor Vehicles)	State	(C) Of the fees collected pursuant to this section, the <del>Comptroller</del> <u>General Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the department in producing and administering this special license plate collection. The remaining funds collected from each special motor vehicle license plate fee must be deposited in the Game Protection Fund provided for in Title 50.	"South Carolina Protects Endangered Species" and "South Carolina Wildlife" commemorative plates; disposition of fees collected.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
192	56-3-4600. (Motor Vehicles)	State	(B) Notwithstanding any other provision of law, from the fees collected pursuant to this section, the <del>Comptroller General Department of Motor Vehicles</del> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles in producing and administering the special license plates. The remaining funds collected from the special motor vehicle license fee must be administered by the South Carolina Association of Realtors and deposited in an appropriate nonprofit account designated by the association for distribution to Habitat for Humanity International or another nonprofit fund designated by the association for the construction of new homes for low income families in South Carolina.	Authority to issue special license plates; fees; minimum number required.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
193	56-3-4800. (Motor Vehicles)	State	(B) Of the fees collected pursuant to this section, the <del>Comptroller</del> <u>General Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the department in producing and administering this special license plate. The remaining funds collected from the special motor vehicle license fee must be distributed to the South Carolina Division of the Sons of Confederate Veterans.	Sons of Confederate Veterans license plates; distribution of fees; prepaid applications.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
194	56-3-5400. (Motor Vehicles)	State	(B) Of the fees collected pursuant to this section, the <del>Comptroller</del> <u>General Department of Motor Vehicles</u> shall place the regular motor vehicle license fee into a special restricted account to be used by the Department of Motor Vehicles. The remaining funds collected from the special motor vehicle license fee must be distributed to the State Lodge of the Fraternal Order of Police to be used to support the families of officers killed in the line of duty.	Fraternal Order of Police Special License Plates	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

195	56-3-6000. (Motor Vehicles)	State	(B) Notwithstanding any other provision of law, from the fees collected pursuant to this section, the <u>Comptroller General Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles in producing and administering the special license plates. The remaining funds collected from the special motor vehicle license plate fee must be disbursed in equal amounts to the various county Veterans' Administration offices to be used for operational expenses.	Armed Services special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
196	56-3-6500. (Motor Vehicles)	State	The Department of Motor Vehicles may issue "United States Naval Academy" special license plates to owners of private passenger motor vehicles registered in their names. The applicant must be a graduate of the United States Naval Academy. The requirements for production and distribution of the plate are those set forth in Section 56-3-8100. The biennial fee for this plate is the regular registration fee set forth in Article 5, Chapter 3 of this title plus an additional fee of thirty dollars. Any portion of the additional thirty-dollar fee not set aside by the <u>Comptroller General Department of Motor Vehicles</u> to defray the costs of production and distribution must be distributed to the United States Naval Academy Alumni Association.	United States Naval Academy special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
197	56-3-7050. (Motor Vehicles)	State	The Department of Motor Vehicles may issue "United States Air Force Academy" special license plates to owners of private passenger motor vehicles registered in their names. The applicant must be a graduate of the United States Air Force Academy. The requirements for production and distribution of the plate are those set forth in Section 56-3-8100. The biennial fee for this plate is the regular registration fee set forth in Article 5, Chapter 3 of this title plus an additional fee of thirty dollars. Any portion of the additional thirty-dollar fee not set aside by the <u>Comptroller General Department of Motor Vehicles</u> to defray the costs of production and distribution must be distributed to the United States Air Force Academy Alumni Association.	United States Air Force Academy special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
198	56-3-7200. (Motor Vehicles)	State	(B) Of the fees collected pursuant to this section, the <u>Comptroller General Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the department in producing and administering this special license plate. The remaining funds collected from the special motor vehicle license fee must be deposited in a separate fund for the South Carolina Arts Commission and be used solely to support activities that build a thriving arts environment in South Carolina.	Arts Awareness special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

199	56-3-7300. (Motor Vehicles)	State	(B) Notwithstanding any other provision of law, from the fees collected pursuant to this section, the <u>Comptroller General Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles in producing and administering the special license plates. The remaining funds collected from the special motor vehicle license fee must be deposited in a special account, separate and apart from the general fund, established within and administered by the Department of Natural Resources to manage and conserve the marine resources of the State.	Saltwater Fishing License Plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
200	56-3-7310. (Motor Vehicles)	State	The Department of Motor Vehicles may issue "Support Our Troops" special license plates to owners of private passenger motor vehicles registered in their names. The requirements for production and distribution of the plate are those set forth in Section 56-3-8100. The biennial fee for this plate is the regular registration fee set forth in Article 5, Chapter 3 of this title plus an additional fee of thirty dollars. Any portion of the additional thirty-dollar fee not set aside by the <u>Comptroller General Department of Motor Vehicles</u> to defray costs of production and distribution must be distributed to Support Our Troops, Inc.	Support Our Troops special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
201	56-3-7320. (Motor Vehicles)	State	The Department of Motor Vehicles may issue "Emergency Medical Service" special license plates to owners of private passenger motor vehicles registered in their names. The requirements for production and distribution of the plate are those set forth in Section 56-3-8100. The biennial fee for this plate is the regular registration fee set forth in Article 5, Chapter 3 of this title plus an additional fee of thirty dollars. Any portion of the additional thirty-dollar fee not set aside by the <u>Comptroller General Department of Motor Vehicles</u> to defray costs of production and distribution must be distributed to the South Carolina Emergency Medical Services Association.	Emergency Medical Service special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
202	56-3-7330. (Motor Vehicles)	State	(A) The Department of Motor Vehicles may issue "Boy Scouts of America" special license plates to owners of private passenger motor vehicles, as defined in Section 56-3-630, or motorcycles as defined in Section 56-3-20, registered in their names. The requirements for production, collection, and distribution of fees for the plate are those set forth in Section 56-3-8100. The biennial fee for this plate is the regular registration fee set forth in Article 5, Chapter 3 of this title plus an additional fee of thirty dollars. Any portion of the additional thirty-dollar fee not set aside by the <u>Comptroller General Department of Motor Vehicles</u> to defray costs of production and distribution must be distributed to the South Carolina Indian Waters Council, Boy Scouts of America, to then be distributed to the other five Boy Scout councils serving counties in South Carolina.	Boy Scouts of America and Eagle Scout special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

203	56-3-7340. (Motor Vehicles)	State	(A) The Department of Motor Vehicles may issue "Native American" special license plates to owners of private passenger motor vehicles registered in their names. The requirements for production and distribution of the plate are those set forth in Section 56-3-8100. The biennial fee for this plate is the regular registration fee set forth in Article 5, Chapter 3 of this title plus an additional fee of thirty dollars. Any portion of the additional thirty-dollar fee not set aside by the <u>Comptroller General Department of Motor Vehicles</u> to defray costs of production and distribution must be distributed to the Native American Prison Program of South Carolina.	Native America special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
204	56-3-7350. (Motor Vehicles)	State	The Department of Motor Vehicles may issue "South Carolina Peach Council" special license plates to owners of private passenger motor vehicles registered in their names. The requirements for production and distribution of the plate are those set forth in Section 56-3-8100. The biennial fee for this plate is the regular registration fee set forth in Article 5, Chapter 3 of this title plus an additional fee of seventy dollars. Any portion of the additional seventy-dollar fee not set aside by the <u>Comptroller General Department of Motor Vehicles</u> to defray costs of production and distribution must be distributed to the South Carolina Peach Council.	South Carolina Peach Council license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
205	56-3-7360. (Motor Vehicles)	State	The Department of Motor Vehicles may issue "Korean War Veterans" special license plates to owners of private passenger motor vehicles and motorcycles registered in their names who are Korean War Veterans who served on active duty at anytime during the Korean War. The applicant must present the department with a DD214 or other official documentation that states that he served on active duty upon initial application for this special license plate. The requirements for production and distribution of the plate are those set forth in Section 56-3-8100. The biennial fee for this plate is the regular registration fee set forth in Article 5, Chapter 3 of this title plus an additional fee of twenty dollars. Any portion of the additional twenty-dollar fee not set aside by the <u>Comptroller General Department of Motor Vehicles</u> to defray costs of production and distribution must be distributed to the state general fund.	Korean War Veterans special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
206	56-3-7370. (Motor Vehicles)	State	The Department of Motor Vehicles may issue "Cancer Research Centers of the Carolinas" special license plates to owners of private passenger motor vehicles registered in their names. The requirements for production and distribution of the plate are those set forth in Section 56-3-8100. The biennial fee for this plate is the regular registration fee set forth in Article 5, Chapter 3 of this title plus an additional fee of fifteen dollars. Any portion of the additional fifteen-dollar fee not set aside by the <u>Comptroller General Department of Motor Vehicles</u> to defray costs of production and distribution must be distributed to the Mary Crawley Medical Cancer Research Foundation to provide funding for the Cancer Research Centers of the Carolinas.	Cancer Research Centers of the Carolinas special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

207	56-3-7780. (Motor Vehicles)	State	(B) Notwithstanding any other provision of law, from the fees collected pursuant to this section, the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the department in producing and administering the special license plates. The remaining funds collected from the special motor vehicle license fee must be placed in the state's general fund.	Authority to issue special license plates; fees; minimum	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
208	56-3-7800. (Motor Vehicles)	State	The Department of Motor Vehicles may issue "South Carolina Aquarium" special license plates to owners of private passenger motor vehicles registered in their names. The requirements for production and distribution of the plate are those set forth in Section 56-3-8100. The biennial fee for this plate is the regular registration fee set forth in Article 5, Chapter 3 of this title plus an additional fee of fifty dollars. Any portion of the additional fifty-dollar fee not set aside by the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> to defray costs of production and distribution must be distributed to the South Carolina Aquarium.	South Carolina Aquarium special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
209	56-3-7950. (Motor Vehicles)	State	(B) Of the fees collected pursuant to this section, the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the department in producing and administering this special license plate. The remaining funds collected from the special motor vehicle license fee must be distributed to The Friends of Hunting Island State Park, Inc., for use on projects benefiting Hunting Island State Park.	Hunting Island State Park special license plate authorized.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
210	56-3-8000. (Motor Vehicles)	State	(D) The license plates must be issued or revalidated for a biennial period which expires twenty-four months from the month it is issued. The biennial fee for this special license plate is the regular registration fee set forth in Article 5, Chapter 3 of this title plus an additional fee to be requested by the individual or organization seeking issuance of the license plate. The initial fee amount requested may be changed only every five years from the first year the license plate is issued. Of the additional fee collected pursuant to this section, the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of producing and administering special license plates. Any of the remaining fee not placed in the restricted account must be distributed to an organization designated by the individual or organization seeking issuance of the license plate.  (E) Of the additional fee collected pursuant to subsections (A) and (D), the Comptroller General shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of producing and administering special license plates.	Special motor vehicle license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

			(H) The Comptroller General shall place the six thousand eight hundred dollar application fee pursuant to subsection (G)(1) into a restricted account to be used by the department to defray the initial cost of producing the special license plate.						
211	56-3-8100. (Motor Vehicles)	State	(B) The <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place the six thousand eight hundred dollar application fee pursuant to subsection (A)(1) into a restricted account to be used by the department to defray the initial cost of producing the special license plate.  (F) Of the additional fee collected pursuant to subsections (D) and (E), the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of producing and administering special license plates.	Special license plates production and distribution guidelines.	Statute	Modify	<del>Delete Strikethrough</del> Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
212	56-3-8200 (Motor Vehicles)	State	(A) The Department of Motor Vehicles may issue motor vehicle license plates to members of Rotary International for private passenger motor vehicles registered in their names. The fee for this special license plate must be the regular motor vehicle license fee contained in Article 5, Chapter 3 of this title, and an additional special fee of fifty dollars which must be distributed to the Rotary District in which the purchaser's home club is located in this State. The department must report to the South Carolina Rotary District designee the district chosen as a result of the license plate issuance to which this fee must be distributed. The fee must be deposited in an account designated by each South Carolina Rotary District, and must be distributed properly by each district. Notwithstanding any other provision of law, of the fees collected for the special license plate, the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles in producing and administering the special plate. The license plates issued pursuant to this section must conform to a design agreed to by the department and the chief executive officer of the organization.	Rotary International special license plates.	Statute	Modify	<del>Delete Strikethrough</del> Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
213	56-3-8300. (Motor Vehicles)	State	(A) The Department of Motor Vehicles may issue special motor vehicle license plates to members of the Marine Corps League for private passenger motor vehicles and motorcycles registered in their names. The fee for this license plate is the fee set forth for special license plates in Section 56-3-8100. Any portion of the additional thirty-dollar fee not set aside by the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> to defray the costs of production and distribution must be distributed to the South Carolina Department of the Marine Corps League. The license plates issued pursuant to this section must conform to a design agreed to by the department and the chief executive officer of the organization.	Marine Corps League special license plates.	Statute	Modify	<del>Delete Strikethrough</del> Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
214	56-3-8600. (Motor Vehicles)	State	B) Notwithstanding any other provision of law, from the fees collected pursuant to this section, the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the department to defray the expenses of the department in producing and administering the plates. The remaining funds collected from the special motor vehicle license fee must be distributed to the South Carolina Ducks Unlimited State Committee for wetlands conservation projects in South Carolina. Any remaining funds must be administered by the South Carolina Ducks Unlimited State Committee and deposited in an appropriate nonprofit account designated by the South Carolina Ducks Unlimited State Committee.	Authority to issue special license plates; fee; number of plates.	Statute	Modify	<del>Delete Strikethrough</del> Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

215	56-3-8710. (Motor Vehicles)	State	(C) From the fees collected pursuant to this section, the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the department to defray the expenses of producing the special license plates.	NASCAR special license plates authorized.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
216	56-3-9400 (Motor Vehicles)	State	(B) Notwithstanding any other provision of law, from the fees collected pursuant to this section, the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles in producing and administering the special license plates. The remaining funds collected from the special motor vehicle license fee must be distributed to Save the Light, Inc., or another nonprofit fund designated by Save the Light, Inc., for the restoration and preservation of the Morris Island Lighthouse. Any remaining funds must be administered by Save the Light, Inc., used only for efforts to restore and preserve the Morris Island Lighthouse, and deposited in an appropriate nonprofit account designated by Save the Light, Inc.	"Morris Island Lighthouse" license plates; fees; special fund for restoration and preservation of the Morris Island Lighthouse.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
217	56-3-9500. (Motor Vehicles)	State	(B) Notwithstanding any other provision of law, from the fees collected pursuant to this section, the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles in producing and administering the special license plates. The remaining funds collected from the special motor vehicle license fee must be designated for use by the South Carolina National Guard for homeland security.	God Bless America special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
218	56-3-9600. (Motor Vehicles)	State	(B) Notwithstanding any other provision of law, of the fees collected pursuant to this section, the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles in producing and administering the special license plates. The remaining funds collected from the special motor vehicle license fee must be deposited in a special account, separate and apart from the general fund, designated for use by the South Carolina Department of Agriculture to support local animal spaying and neutering programs. The South Carolina Department of Agriculture may use up to ten percent of the fees deposited in the special account for the administration of the program. Local private nonprofit tax exempt organizations offering animal spaying and neutering programs may apply for grants from this fund to further their tax exempt purposes. Grants must be awarded not more than once a year, and an applicant must receive as a grant an amount of the total revenues in the fund multiplied by the percentage that the applicant's caseload in the preceding calendar year was of the total caseload of all applicants in that year.	"No More Homeless Pets" license plates; fees; special fund to support local animal spaying and neutering programs.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

219	56-3-9710. (Motor Vehicles)	State	(B) Of the fees collected pursuant to this section, the <del>Comptroller</del> <u>General Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles in producing and administering this special license plate. The remaining funds collected from the special motor vehicle license fee must be distributed to the Heritage Classic Foundation.	"Heritage Classic Foundation" license plates; fees; special fund for Heritage Classic Foundation.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
220	56-3-10010. (Motor Vehicles)	State	(B) From the fees collected pursuant to this article, the <del>Comptroller</del> <u>General Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the department to defray the expenses associated with producing and administering the distribution of the license plate. The remaining funds collected from the special motor vehicle license fee shall be distributed to the South Carolina Parrot Head Club Council, which shall only use the funds to support the Palmetto Chapter of the Alzheimer's Association and the Upstate South Carolina Chapter of the Alzheimer's Association.	"Parrot Head" special license plate authorized.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
221	56-3-10110. (Motor Vehicles)	State	(B) Notwithstanding any other provision of law, from the fees collected pursuant to this section, the <del>Comptroller</del> <u>General Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the department in producing and administering the special license plates. The remaining funds collected from the special motor vehicle license fee must be placed in the state's general fund.	Operation Desert Storm-Desert Shield special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
222	56-3-10210. (Motor Vehicles)	State	(B) Notwithstanding any other provision of law, from the fees collected pursuant to this section, the <del>Comptroller</del> <u>General Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the department in producing and administering the special license plates. The remaining funds collected from the special motor vehicle license fee must be placed in the state's general fund.	Operation Enduring Freedom Veteran special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

223	56-3-10310. (Motor Vehicles)	State	(B) Notwithstanding any other provision of law, from the fees collected pursuant to this section, the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the department in producing and administering the special license plates. The remaining funds collected from the special motor vehicle license fee must be placed in the state's general fund.	Operation Iraqi Freedom Veteran special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
224	56-3-11450. (Motor Vehicles)	State	The fee for the plate is the regular motor vehicle registration fee contained in Article 5, Chapter 3 of this title and a special motor vehicle license fee of thirty-five dollars. Notwithstanding another provision of law, from the fees collected pursuant to this section, the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the department in producing and administering the special license plates. The remaining funds collected from the special motor vehicle license fee must be placed in the state's general fund.	Historic special license plates; fees.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
225	56-3-12610. (Motor Vehicles)	State	(B) Notwithstanding another provision of law, from the fees collected pursuant to this section, the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the department to defray the expenses of the department in producing and administering the plates. The remaining funds collected from the special motor vehicle license fee must be distributed to the South Carolina Wildlife Federation for conservation programs in South Carolina.	South Carolina Wildlife Federation special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
226	56-3-13010. (Motor Vehicles)	State	(C) The requirements for production, collection, and distribution of fees for the plate are those set forth in Section 56-3-8100. The biennial fee for this plate is the regular registration fee set forth in Article 5, Chapter 3 of this title plus an additional fee of seventy dollars. Any portion of the additional seventy-dollar fee not set aside by the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> to defray costs of production and distribution must be distributed to the fund established for the University of South Carolina pursuant to Section 56-3-3710(B) used for the purposes provided in that section.	2010-11 Baseball National Champions special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

227	56-3-13310. (Motor Vehicles)	State	(B) Notwithstanding any other provision of law, from the fees collected pursuant to this section, the <u>Comptroller General</u> <u>Department of Motor Vehicles</u> shall place sufficient funds into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles in producing and administering the special license plates. The remaining funds collected from the special motor vehicle license plate fee must be distributed to the Motorcycle Awareness Alliance for the promotion of motorcycle safety, education and awareness programs and deposited into an appropriate nonprofit account designated by the Motorcycle Awareness Alliance.	"Motorcycle Awareness Alliance" special motor vehicle license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
228	56-3-13610. (Motor Vehicles)	State	(B) The requirements for production, collection, and distribution of fees for this license plate are those set forth in Section 56-3-8100. Any portion of the fees collected pursuant to this article, not set aside by the <u>Comptroller General</u> <u>Department of Motor Vehicles</u> to defray the expenses associated with producing and administering the distribution of the license plate, must be distributed to Chabad of Charleston, Inc.	"South Carolina Stands with Israel" special license plates.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
229	56-5-750. (Motor Vehicles)	State	(G)(3) The fee for each special restricted driver's license is one hundred dollars, but no additional fee is due because of changes in the place and hours of employment, education, or residence. Of this fee twenty dollars must be distributed to the general fund and eighty dollars must be placed by the <u>Comptroller General</u> <u>Department of Motor Vehicles</u> into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles.	Failure to stop motor vehicle when signaled by law-enforcement vehicle.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
230	56-5-2930. (Motor Vehicles)	State	(F) One hundred dollars of each fine imposed pursuant to this section must be placed <u>by the Comptroller General</u> into a special restricted account, <u>established by the Comptroller General</u> , to be used by the Department of Public Safety for the Highway Patrol. (G) Two hundred dollars of the fine imposed pursuant to subsection (A)(3) must be placed <u>by the Comptroller General</u> into a special restricted account, <u>established by the Comptroller General</u> to be used by the State Law Enforcement Division to offset the costs of administration of the breath testing devices, breath testing site video program, and toxicology laboratory.	Operating motor vehicle while under influence of alcohol or drugs; penalties; enrollment in Alcohol and Drug Safety Action Program; prosecution.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
231	56-5-2933. (Motor Vehicles)	State	(F) One hundred dollars of each fine imposed pursuant to this section must be placed <u>by the Comptroller General</u> into a special restricted account, <u>established by the Comptroller General</u> , to be used by the Department of Public Safety for the Highway Patrol. (G) Two hundred dollars of the fine imposed pursuant to subsections (A)(3) must be placed <u>by the Comptroller General</u> into a special restricted account, <u>established by the Comptroller General</u> , to be used by the State Law Enforcement Division to offset the costs of administration of the breath testing devices, breath testing site video program, and toxicology laboratory.	Driving with an unlawful alcohol concentration; penalties; enrollment in Alcohol and Drug Safety Action Program; prosecution.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

232	56-5-2942. (Motor Vehicles)	State	(J) A fee of fifty dollars must be paid to the department for each motor vehicle that was suspended before any of the suspended registrations and license plates may be registered or before the motor vehicle may be released pursuant to subsection (F). This fee must be placed by the <u>Comptroller General Department of Motor Vehicles</u> into a special restricted interest bearing account to be used by the Department of Motor Vehicles to defray the Department of Motor Vehicles' expenses.	Vehicle immobilization after conviction for subsequent violation of §§ 56-5-2930, 56-5-2933, or 56-5-2945; immobilized defined; identity of immobilized vehicle; surrendering of license plates and registration; release of vehicle; hearing; penalties; fees.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
233	56-5-2945. (Motor Vehicles)	State	(D) One hundred dollars of each fine imposed pursuant to this section must be placed <u>by the Comptroller General</u> into a special restricted account, <u>established by the Comptroller General</u> , to be used by the Department of Public Safety for the Highway Patrol.	Offense of felony driving under the influence; penalties; "great bodily injury" defined.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
234	56-5-2950. (Motor Vehicles)	State	SLED shall administer the provisions of this subsection and shall make regulations necessary to carry out this subsection's provisions. The costs of the tests administered at the direction of the law enforcement officer must be paid from the state's general fund. However, if the person is subsequently convicted of violating Section 56-5-2930, 56-5-2933, or 56-5-2945, then, upon conviction, the person shall pay twenty-five dollars for the costs of the tests. The twenty-five dollars must be placed <u>by the Comptroller General</u> into a special restricted account, <u>established by the Comptroller General</u> , to be used by the State Law Enforcement Division to offset the costs of administration of the breath testing devices, breath testing site video program, and toxicology laboratory.	Implied consent to testing for alcohol or drugs; procedures; inference of DUI.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
235	56-5-2951. (Motor Vehicles)	State	(B)(1) obtain a temporary alcohol license from the Department of Motor Vehicles. A one hundred-dollar fee must be assessed for obtaining a temporary alcohol license. Twenty-five dollars of the fee must be distributed by the Department of Motor Vehicles to the Department of Public Safety for supplying and maintaining all necessary vehicle videotaping equipment. The remaining seventy-five dollars must be placed, <u>in an account established</u> by the Comptroller General into a special restricted account to be used by the Department of Motor Vehicles to defray the Department of Motor Vehicles' expenses. The temporary alcohol license allows the person to drive without any restrictive conditions pending the outcome of the contested case hearing provided for in subsection (F) or the final decision or disposition of the matter. If the suspension is upheld at the contested case hearing, the temporary alcohol license remains in effect until the Office of Motor Vehicle Hearings issues the hearing officer's decision and the Department of Motor Vehicles sends notice to the person that the person is eligible to receive a restricted license pursuant to subsection (H);	Suspension of license for refusal to submit to testing for certain level of alcohol concentration; temporary alcohol license; administrative hearing; restricted driver's license; penalties	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

			(H)(3) The fee for a restricted license is one hundred dollars, but no additional fee may be charged because of changes in the place and hours of employment, education, or residence. Twenty dollars of this fee must be deposited in the state's general fund, and eighty dollars must be placed <del>by the Comptroller General</del> into a special restricted account, <u>established by the Comptroller General</u> to be used by the Department of Motor Vehicles to defray the Department of Motor Vehicles' expenses.	Penalties.			Vehicle Registrations.		
236	56-5-5670. (Motor Vehicles)	State	(H)(3) In lieu of criminal penalties, the Department of Motor Vehicles' director, or the director's designee, may issue an administrative fine not to exceed one thousand dollars for each violation, whenever the director, or the director's designee, after a hearing, determines that a demolisher or secondary metals recycler has unknowingly and unwillingly violated any provisions of this section. The hearing and any administrative review must be conducted in accordance with the procedure for contested cases under the Administrative Procedures Act. The proceeds from the administrative fine must be placed <del>by the Comptroller General</del> into a special restricted account, <u>established by the Comptroller General</u> , to be used by the Department of Motor Vehicles to defray the expenses of implementing this section.	Duties of demolishers; disposal of vehicle to demolisher or secondary metals recycler; records; penalties.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
237	56-9-430. (Motor Vehicles)	State	(B)(3) The fee for each special restricted driver's license is one hundred dollars, but no additional fee is due because of changes in the place and hours of employment, education, or residence. Of this fee twenty dollars must be distributed to the general fund and eighty dollars must be placed by the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> into a special restricted account, <u>established by the Comptroller General</u> , to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles.	Suspension of driver's license or privilege and registration for nonpayment of judgment; special restricted driver's licenses.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
238	56-10-260. (Motor Vehicles)	State	(B)(3) The fee for each special restricted driver's license is one hundred dollars, but no additional fee is due because of changes in the place and hours of employment, education, or residence. Of this fee, twenty dollars must be distributed to the general fund and eighty dollars must be placed by the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> into a special restricted account to be used by the Department of Motor Vehicles to defray the expenses of the Department of Motor Vehicles.	False certificate or false evidence of insurance; penalties; special restricted driver's licenses.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
239	56-10-660. (Motor Vehicles)	State	(B) The funds collected from this fee described by subsection (A) must be placed by the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> into a special restricted account to be used by the Department of Motor Vehicles to defray its expenses.  (E) Insurers shall be required to pay only those actual costs attributed to the transmission to or retrieval of their records from the Department of Motor Vehicles, pursuant to regulations promulgated by the Department of Insurance. The funds collected from the insurers pursuant to this subsection must be placed by the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> into a special restricted account to be used by the Department of Motor Vehicles to defray its expenses.	Database information disclosure; fee.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.

## Legal Standards

240	56-11-500. (Motor Vehicles)	State	<p>As to revenue collected under this chapter or other road taxes on motor carriers, the Department of Motor Vehicles must withhold from the State Highway Fund monies not to exceed the actual or projected costs associated with administering and enforcing the provisions of this chapter. The State Treasurer <del>and</del> the Comptroller General shall establish accounts as necessary to facilitate the efficient and effective operation of this chapter and deposit from the State Highway Fund initial monies as may be necessary to operate this program. All remaining taxes and penalties and interest collected by the department pursuant to the provisions of this chapter must be deposited in the State Highway Fund.</p>	Use of revenue funds from tax, penalties, and interest; State Highway Fund.	Statute	Modify	<p>The Department of Motor Vehicles administers the International Fuel Tax Agreement (IFTA) Program for the SC Department of Transportation. Department of Motor Vehicles does not withhold monies upfront. DMV invoices DOT on a monthly basis for costs of administering the program.</p>	Adopted	Representatives from the Department of Transportation and the Department of Motor Vehicles agreed with the recommendation.
241	56-19-420. (Motor Vehicles)	State	<p>(B) Five dollars of the fee contained in this section must be placed in a special earmarked account by the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> and must be distributed in the following manner:</p> <p>(1) the first one million dollars must be credited to the general fund of the State to offset a portion of state individual income tax revenue not collected pursuant to the subsistence allowance allowed pursuant to Section 12-6-1140(6); and</p> <p>(2) the remainder must be allocated to the Department of Public Safety and used to support highway patrol programs.</p> <p>(C) Notwithstanding any other provision of law, five dollars of the fee contained in this section must be placed in a special earmarked account by the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> and must be distributed to the Department of Motor Vehicles and used to defray its operational expenses excluding any expense relating to Project Phoenix.</p>	Fee; allocation.	Statute	Modify	<p>Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.</p>	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
242	56-19-520 (Motor Vehicles)	State	<p>(A)(4) payment of a fee established by the department not to exceed fifty dollars for retirement of the title certificate and, notwithstanding any other provision of law, the fee collected by the department must be placed by the <del>Comptroller General</del> <u>Department of Motor Vehicles</u> into a special restricted account to be used by the department to defray the expenses of the department in administering this article.</p>	Retirement of the title certificate to a manufactured home; release of lien; Satisfaction Affidavit.	Statute	Modify	<p>Delete Strikethrough Language. Add Underlined Language. This accounting is performed internally by DMV on its Phoenix system for all transactions involving licensing, titling, and vehicle registrations.</p>	Adopted	Subcommittee notes the DMV representative present at the Subcommittee meeting agreed.
243	57-3-20. (Highways, Bridges and Ferries)	State	(1)(b) accounting systems necessary to comply with all federal and/or state laws and/or regulations as well as all policies established by the Comptroller General;	Responsibilities and duties of division deputy directors.	Statute				
244	57-3-755. (Highways, Bridges and Ferries)	State	(D) In the event the department has a question or issue relating to technical aspects of complying with the requirements of this section or the disclosure of public information under this section, it shall consult with the Office of Comptroller General, which may provide guidance.	Online transaction register of all funds expended; exemption; role of Comptroller General.	Statute				
			<p>(B) Beginning July 1, 1993, the department must process all payment for goods and services, including right-of-way acquisitions through the office of the Comptroller General.</p> <p>(C) Beginning January 1, 1994, the department shall process the payment for all personnel services through the office of the Comptroller General.</p>	State highway fund; federal aid highway					

## Legal Standards

245	57-11-20. (Highways, Bridges and Ferries)	State	(D) For all capital improvement and permanent improvement projects beginning on or after July 1, 1994, the department shall enter detailed project numbers on all transactions submitted to the Comptroller General.  (E) The Comptroller General may continue to make deductions from the compensation of employees for the payment of premiums for life, hospital, and other types of insurance plans that are in force on July 1, 1992.	fund; role of Comptroller General; department not considered lump sum agency.	Statute					
246	58-5-940. (Public Utilities, Services & Carriers)	State	All lawful expenses and charges incurred by the commission and the Office of Regulatory Staff in the administration of this chapter and in performance of its duties thereunder shall be defrayed by assessments made by the <del>Comptroller General Department of Revenue</del> against the gas utilities regulated thereunder and based upon the gross revenues collected by the gas utilities from their business done wholly within this State in the manner set out in Section 58-3-100 <u>and Section 58-4-60</u> for other corporations; provided, however, the assessments against municipalities, gas authorities, public service districts, or other political subdivisions of the State shall be applicable only to expenses and charges incurred in the administration and enforcement of the provisions of this article relating to gas safety requirements.  The Public Service Commission and the Office of Regulatory Staff shall certify to the <del>Comptroller General Department of Revenue</del> annually on or before August first the amounts to be assessed in the format approved by the <del>Comptroller General Department of Revenue</del> .	Assessments against gas utilities for administrative expenses and charges.	Statute	Modify	Obsolete. Superseded by 58-4-60. Delete Strikethrough Language. Add Underlined Language.	Adopted	notes the Office of Regulatory Staff representative present at the Subcommittee meeting agreed of their behalf and said she had spoken to the Department of Revenue and DOR agreed. The only comments from the Public Service Commission were to see SC Code <u>Ann Section 58-2</u>	
247	58-17-1680. (Public Utilities, Services & Carriers)	State	The Office of Regulatory Staff, in making an examination for the purpose of obtaining information pursuant to this chapter, may obtain from the commission subpoenas for the attendance of witnesses pursuant to such rules as the commission may prescribe and the witnesses must receive from the State Treasury one dollar per day and five cents per mile traveled by the nearest practical route in going to and returning from the place of meeting of the Office of Regulatory Staff, to be ordered paid by the Comptroller General upon presentation of subpoenas by the witnesses as to the number of days served and miles traveled sworn to before the clerk of the Office of Regulatory Staff. In case any person willfully fails or refuses to obey a subpoena, any circuit judge of the court of common pleas and general sessions of any county, upon application of the Office of Regulatory Staff, must issue an attachment for the witness and compel him to attend and give his testimony upon matters lawfully required by the Office of Regulatory Staff. A circuit judge may punish for contempt as in other cases of refusal to obey the process or order of the court.	Issuance of subpoenas; fees; issuance of attachment to compel attendance; contempt for refusal to obey court order.	Statute	Eliminate	Obsolete	Adopted	Subcommittee notes the Office of Regulatory Staff representative present at the Subcommittee meeting agreed of their behalf and said she had spoken to the Department of Revenue and DOR agreed.	
248	58-27-50. (Public Utilities, Services & Carriers)	State	All expenses and charges incurred by the commission <u>and Office of Regulatory Staff</u> in the administration of this chapter and in the performance of its duties thereunder shall be defrayed by assessments made by the <del>Comptroller General Department of Revenue</del> against the electrical utilities regulated thereunder and based upon the gross revenues collected by such electrical utilities from their business done wholly within this State in the manner set out in Section 58-3-100 <u>and Section 58-4-60</u> for other corporations.  The Public Service Commission must certify to the <del>Comptroller General Department of Revenue</del> annually on or before May first the amounts to be assessed in the format approved by the <del>Comptroller General Department of Revenue</del> .	Assessments on electric utilities to pay expenses of Commission.	Statute	Modify	Superseded by 58-4-60. Delete Strikethrough Language. Add Underlined Language.	Adopted	Subcommittee notes the Office of Regulatory Staff representative present at the Subcommittee meeting agreed of their behalf and said she had spoken to the Department of Revenue and DOR agreed. The only comments	

## Legal Standards

249	58-31-20. (Public Utilities, Services & Carriers)	State	(D) For the assistance of the board of directors of the Public Service Authority, there is hereby established an advisory board to be known as the advisory board of the South Carolina Public Service Authority, to be composed of the Governor of the State, the Attorney General, the State Treasurer, the Comptroller General, and the Secretary of State, as ex officio members, who must serve without compensation other than necessary traveling expenses. The advisory board must perform any duties imposed on it pursuant to this chapter, and must consult and advise with the board of directors on any and all matters which by the board of directors may be referred to the advisory board. The board of directors must make annual reports to the advisory board, which reports must be submitted to the General Assembly by the Governor, in which full information as to all of the acts of said board of directors shall be given, together with financial statement and full information as to the work of the authority. On July first of each year, the advisory board must designate a certified public accountant or accountants, resident in the State, for the purpose of making a complete audit of the affairs of the authority, which must be filed with the annual report of the board of directors. The Public Service Authority must submit the audit to the General Assembly.	Board of directors; advisory board.	Statute				
250	59-2-85. (Education)	State	The Comptroller General and the chief financial officers of state agencies, departments, and institutions maintaining separate payroll accounts, at the request of a state employee, may arrange for contributions through payroll deduction to the program. The State Treasurer is authorized to devise a method whereby private and nonprofit businesses or organizations may arrange for employees to contribute through payroll deduction to the program.	Contributions through payroll deductions.	Statute				
251	59-4-90. (Education)	State	The Comptroller General and the chief finance officers of state agencies, departments, and institutions maintaining separate payroll accounts may arrange for contributions through payroll deduction to the fund the appropriate payment in accordance with a tuition prepayment contract, at the request of a state employee.	Payroll deductions.	Statute				
252	59-21-130. (Education)	State	The State Superintendent of Education shall present vouchers monthly to the Comptroller General who shall issue his warrants to the State Treasurer payable to the county treasurers of the respective counties for such amount of state school aid as may be on hand, available for and applicable to the payment for state school aid due the respective counties, under the provisions hereof.	Disbursement to counties.	Statute				
253	59-21-140. (Education)	State	The State Budget and Control Board may borrow in each year in anticipation of the receipt of revenues provided for school aid such sum or sums as may be necessary to pay any portion of the amounts appropriated herein and becoming due to the respective counties of the State prior to the collection thereof. Such notes shall be issued in such form and manner as the Board may elect and, when issued, are hereby declared to be current obligations of the State. But in lieu of borrowing as provided herein the Comptroller General may issue his warrant against the general fund in the treasury when it appears that sufficient funds are available therein, and the State Treasurer shall pay the same as provided in § 59-21-130. Such withdrawals from the general fund, if made, shall constitute a loan to the school aid fund from the general fund, the same to be repaid when revenues provided for school aid are collected. The proceeds of such loan or loans shall be paid to the respective counties for school aid to the respective counties as provided in § 59-21-130.	State Budget and Control Board may borrow in anticipation of revenue.	Statute				

## Legal Standards

254	59-21-355. (Education)	State	(A) The amount appropriated in the annual general appropriations act for the Education Improvement Act building aid, construction, and renovation, after being appropriately adjusted, must be transferred to a special trust fund established by the Comptroller General. These funds shall remain available to the school districts of the State until approved for use in accordance with Section 59-21-350.	Appropriations to Education Improvement Act building aid; allocation; transfer; trust fund.	Statute				
255	59-47-100. (Education)	State	The board of commissioners shall draw the annual appropriations as made by the General Assembly for the support and maintenance of said school and shall annually report to the General Assembly an exact statement of their various acts and doings during the past year, showing exactly how they disbursed the money received and expended, the names of the persons who have received the bounty, the ages and places of residence of such persons and information as to their progress. Vouchers covering all such disbursements shall be filed in the office of the Comptroller General.	Appropriations; reports of board.	Statute				
256	59-53-1830. (Education)	State	The State Treasurer is created and appointed custodian of funds coming to the State from the United States under the provisions of the act referred to in Section 59-53-1810 and is responsible on his bond for the correct and proper handling of the funds. Monies appropriated by the State or paid into the State Treasury from the United States for the purpose provided in Sections 59-53-1810 to 59-53-1870 must be paid out upon the order of the State Board of Education, duly countersigned and approved by the secretary of the board, and itemized vouchers must be filed with the Comptroller General as in the case of other funds.	Career and Technology training funds.	Statute				
257	59-53-1850. (Education)	State	Monies appropriated pursuant to Sections 59-53-1810 to 59-53-1870 must be paid out upon the order of the State Board of Education, duly countersigned and approved by the secretary of the State Board of Education, and itemized vouchers must be filed with the Comptroller General as in the case of other funds.	Disbursement of funds.	Statute				
258	59-69-40. (Education)	State	The State Superintendent of Education shall take and hold in trust for the State any grant or devise of lands and any gift or bequest of money or other personal property made to him for educational purposes and he shall pay into the State Treasury, for safekeeping and investment, all moneys and incomes from property so received. The State Treasurer shall, from time to time, invest all such moneys in the name of the State and shall pay to the State Superintendent of Education, on the warrant of the Comptroller General, the income or principal thereof as he may, from time to time, require; provided, that no disposition shall be made of any grant, devise, gift or bequest inconsistent with the conditions or terms thereof. For all such property the State Treasurer shall be responsible on his bond as for other funds received by him in his official capacity.	Funds given to State Superintendent for educational purposes.	Statute				
259	59-101-85. (Education)	State	Authority to maintain financial management and accounting systems is delegated to the Board of Trustees or Boards of Visitors of the following state institutions of higher learning: The University of South Carolina, Clemson University, The Medical University of South Carolina, The Citadel, Winthrop University, South Carolina State University, Francis Marion University, The College of Charleston, Lander University, and Coastal Carolina University. Such systems shall provide financial information to the Comptroller General's <u>Statewide Accounting and Reporting System (STARS)</u> <u>South Carolina Enterprise Information System (SCEIS)</u> in the format and level of detail as prescribed by the Comptroller General.	Governing boards of state institutions of higher learning authorized to maintain financial management and accounting systems.	Statute	Modify	Delete Strikethrough Language. Add Underlined Language.	Adopted	Subcommittee notes the Department of Administration Representative present at the Subcommittee meeting agreed.

## Legal Standards

260	59-101-670. (Education)	State	(D) In the event any public institution of higher learning has a question or issue relating to technical aspects of complying with the requirements of this section or the disclosure of public information under this section, it shall consult with the Office of Comptroller General, which may provide guidance to the public institution.	Transaction register of funds expended; contents; posting on website; procurement card statement information; redaction; technical consultation.	Statute				
261	59-111-75. (Education)	State	(A) The Commission on Higher Education, in consultation with the staff of the South Carolina Student Loan Corporation, shall develop a loan repayment program through which talented and qualified state residents may attend state public or private colleges and universities for the purpose of providing incentives for enlisting or remaining in the South Carolina National Guard in areas of critical need. Areas of critical need must be defined annually for that purpose by the Commission on Higher Education in consultation with the State Adjutant General. The Commission on Higher Education shall promulgate appropriate regulations to set forth the terms of the loan repayment program. The regulations must define limitations on monetary repayment amounts, successful participation within the National Guard, successful school matriculation, and other requirements for participation in the loan repayment program. In case of failure to complete the term of enlistment, failure to participate successfully in the National Guard, noncompliance by a borrower with the terms of the loan, or failure to comply with regulations of the program, the borrower's participation in the loan repayment program may be terminated and the borrower remains subject to those provisions as provided in the loan documents. The borrower shall execute the necessary legal documents to reflect his obligation to the lending entity and the terms and conditions of the loan. The loan program, as implemented in this section, must be administered by a separate student loan provider. Of the funds appropriated by the General Assembly for the loan repayment program, these funds must be retained in a separate account and used on a revolving basis for purposes of the loan repayment program and its administration. The State Treasurer shall disburse funds from this account as requested by the Commission on Higher Education and upon warrant of the Comptroller General; provided, however, that no more than five percent of the funds annually appropriated to the Commission on Higher Education for this program may be used for the cost of administering the program.	College loan program for National Guard members.	Statute				
262	59-111-570. (Education)		The funds appropriated for the purposes of this article and all sums received in repayment of loans must be placed in the State Treasury to the credit of The South Carolina Medical and Dental Loan Fund. Loan payments must be paid out of this fund upon a voucher to the State Comptroller General signed by the chairman and the executive secretary of the Department.	Deposits and disbursements.	Statute				
263	59-119-100. (Education)	State	The State Treasurer shall securely invest and reinvest the funds in his hands derived from the Clemson bequest in such manner as shall be directed by the Governor, the Comptroller General and the State Treasurer or any two of them. He may collect the interest annually upon all investments made of funds of the Clemson bequest and pay the same over to the treasurer of the board of trustees of Clemson University. He shall, under the direction of the Governor, the Comptroller General and the State Treasurer or any two of them, enforce the collection of the principal and interest due on any investment made of such Clemson bequest.	Investment of Clemson bequest generally and payment of interest to board.	Statute	Modify	CG no longer performs this function and has not in many years. Request to Review.		

## Legal Standards

264	59-143-10. (Education)	State	(B) Upon receipt of monies transferred to the Children's Education Endowment by the State Treasurer, thirty percent of these monies must be allocated to Higher Education Scholarship Grants and seventy percent must be allocated to Public School Facility Assistance. Earnings on each allocation shall accumulate for the benefit of that particular program. The Comptroller General shall record low-level radioactive waste tax revenues collected from the Barnwell waste facility <del>as received on the accrual basis; however, no expenditure may be made against these accrued revenues until the related cash is deposited with the State.</del> These revenues must be distributed in the manner prescribed by Section 48-48-140.	Establishment of endowment; stated purposes; allocations.	Statute	Modify	Delete Strikethrough language. Add Underlined Language. "Accrual Basis" does not apply to collections.	Adopted	
265	59-150-320. (Education)	State	(1) submit quarterly and annual reports to the Governor, the President Pro Tempore of the Senate, the Speaker of the House of Representatives, the Comptroller General, the State Treasurer, and the Chairmen of the House Ways and Means Committee, the Senate Finance Committee, and the oversight committee created by Section 59-150-325 disclosing the total lottery revenues, prize disbursements, operating expenses, and administrative expenses of the commission during the reporting period. The annual report additionally must describe the organizational structure of the commission, summarize the functions performed by each organizational division within the commission, and contain a detailed budget for the next fiscal year. The quarterly reports must be submitted within fifteen days of the end of the quarter, and the annual report must be submitted by October fifteenth;  4) authorize the State Auditor to contract with a certified public accountant or firm for an independently audited financial statement prepared in accordance with generally accepted accounting principles, to be submitted to the Comptroller General's office each year no later than October fifteenth. The certified public accountant or firm shall not have a financial interest in a lottery vendor with whom the commission is under contract. The certified public accountant or firm shall evaluate the internal auditing controls in effect during the audit period. The cost of this annual financial audit is an operating expense of the commission. The State Auditor may at any time audit, or cause to be audited, any phase of the operations of the commission at the expense of the State and shall receive a copy of the annual independent financial audit. A copy of an interim audit performed by the certified public accountant or firm or the State Auditor must be transmitted after the close of the commission's fiscal year to the Governor, the President Pro Tempore of the Senate, the Speaker of the House of Representatives, the State Treasurer, the Comptroller General, and the Chairmen of the House Ways and Means Committee and the Senate Finance Committee, and the oversight committee co-chairmen;	Financial integrity of the lottery; reports; audits, weekly records; financial statement; annual operating budget; comprehensive security study.	Statute				

## Legal Standards

266	59-150-340. (Education)	State	The net proceeds received from the state lottery for education as provided by law must be deposited by the State Treasurer in a fund separate and distinct from the state general fund entitled the "Education Lottery Account". All interest or income earned by the fund must be retained in the account and used for its stated purposes. However, all revenue received by the Education Lottery Account in any fiscal year together with earnings on it for that year must be disbursed as required by Section 59-150-350 and as appropriated by the General Assembly in its annual general appropriations bill or any bill appropriating monies for previous or current fiscal years. It is the intent of the General Assembly in creating this Education Lottery Account that its funds be managed so as to establish and fund these programs permanently. Upon receipt of monies transferred to the Education Lottery Account held by the State Treasurer, these monies must be appropriated by the General Assembly in its annual general appropriations bill or any bill appropriating monies for previous or current fiscal years to the programs and for the purposes stipulated in Section 59-150-350. The Comptroller General shall record these revenues received on a cash basis, and disbursements for the purposes provided also must be on a cash basis; however, unexpended funds at the end of a fiscal year after disbursement to the programs authorized to receive the funds as provided in Section 59-150-350 and as appropriated by the General Assembly in its annual general appropriations bill or any bill appropriating monies for previous or current fiscal years may be carried forward to future years and expended for the same purposes. Notwithstanding any other provision of law, no distribution may be made from the Education Lottery Account until net proceeds in the account exceed thirty-five million dollars.	Education Lottery Account.	Statute				
267	59-150-350. (Education)	State	(B) Before the sixteenth day of each month, the commission shall deposit to the State Treasurer, for credit to the Education Lottery Account for the preceding month, the amount of all net proceeds from the preceding month. The State Comptroller General shall account separately for net proceeds by establishing and maintaining a restricted account known as the Education Lottery Account. Upon their deposit with the State, monies representing a deposit of net proceeds become the unencumbered property of the State of South Carolina and the commission must not agree or undertake otherwise. The monies may be invested by the State Treasurer pursuant to state investment practices. All earnings attributable to the investments are also the unencumbered property of the State and accrue to the credit of the Education Lottery Account.  (D) At the beginning of the first fiscal year after the state lottery becomes operational, the Comptroller General shall certify the amount of net proceeds including investment earnings on the net proceeds credited to and accrued in the Education Lottery Account during the preceding fiscal year. The sum of certified net proceeds and investment earnings must be designated as annual lottery proceeds. Appropriations from the Education Lottery Account must be allocated only for educational purposes and educational programs by the General Assembly in its annual general appropriations bill or any bill appropriating monies for previous or current fiscal years.	Education Lottery Account management; administration; educational purposes and programs; uncommitted funds; surplus funds.	Statute				
268	Article IV. Section 12 (2) (Constitution)	State	Whenever a majority of the Attorney General, the Secretary of State, the Comptroller General, and the State Treasurer, or of such other body as the General Assembly may provide, transmits to the President of the Senate and the Speaker of the House of Representatives a written declaration that the Governor is unable to discharge the powers and duties of his office, the Lieutenant Governor shall forthwith assume the powers and duties of the office as acting Governor.	Disability of Governor.	Constitution				

## Legal Standards

269	Article VI. Section 7 (Constitution)	State	There shall be elected by the qualified voters of the State a Secretary of State, an Attorney General, a Treasurer, a Superintendent of Education, Comptroller General, Commissioner of Agriculture, and an Adjutant General who shall hold their respective offices for a term of four years, coterminous with that of the Governor. The duties and compensation of such offices shall be prescribed by law and their compensation shall be neither increased nor diminished during the period for which they shall have been elected.	Elective offices; terms; duties; compensation.	Constitution				
270	Article X. Section 13 (4) (Constitution)	State	In each act authorizing the incurring of general obligation debt the General Assembly shall allocate on an annual basis sufficient tax revenues to provide for the punctual payment of the principal of and interest on such general obligation debt. If at any time any payment due as the principal of or interest on any general obligation debt shall not be paid as and when the same become due and payable, the State Comptroller General shall forthwith levy and the State Treasurer shall collect an ad valorem tax without limit as to rate or amount upon all taxable property in the State sufficient to meet the payment of the principal and interest of such general obligation debt then due.	Bonded indebtedness of State.	Constitution				
271	19-101.19 (Code of Regulations)	State	Travel expense advances may be made subject to the following: A. No travel advance shall be made to an employee for travel within the State without specific approval of the Budget and Control Board. B. No travel advance shall be made for more than 80% of the estimated amount of the total travel expense, excluding airline transportation. C. No advance shall be made in instances where 80% of the estimated travel expense does not exceed \$250. D. The agency, department or institution making advances shall keep such records of advances made in accordance with rules prescribed by the Comptroller General. If the Comptroller General shall furnish to the Budget and Control Board a statement that any agency has failed to keep proper records of travel advances, the Budget and Control Board may withdraw the privilege of that agency for making travel advances. E. The Comptroller General may require that requests for travel advances must be submitted not later than seven (7) business days prior to the beginning of the trip for which the advance is requested. F. When the travel assignment is completed, a voucher payable to the traveler shall be prepared for the total amount of allowable expenses incurred and paid. The traveler must then repay the cash advance when the voucher is processed for payment and the check issued to the traveler.	Advances for Travel Expenses.	Code of Regulations				
272	19-410.3 (Code of Regulations)	State	G. Accounting System. The accounts for the Surplus Property Service Fund are kept by the <u>Comptroller General of South Carolina</u> and a corresponding ledger system is kept by the <u>Office of Internal Operations, S. C. Budget and Control Board Department of Administration, Office of Administrative Services</u> and recorded in <u>SCEIS</u> . Fixed asset accounts are kept also at the <u>Office of Internal Operations, S. C. Budget and Control Board Department of Administration, Office of Administrative Services</u> where amounts for purchase of these assets are maintained by source fund.	Inventory and Accounting Systems.	Code of Regulations	Modify	Delete Strikethrough Language. Add Underlined Language.	Adopted	Subcommittee notes the Department of Administration Representative present at the Subcommittee meeting agreed.
273	19-445.2100 (Code of Regulations)	State	D. Calls Against Blanket Purchase Agreement. Calls against blanket purchase agreements generally will be made orally, except that informal correspondence may be used when ordering against agreements outside the local trade area. Written calls may be executed. Documentation of calls shall be limited to essential information. Forms may be developed for this purpose locally and be compatible with the Comptroller General's Office <u>STARS system</u> <u>South Carolina Enterprise Information System (SCEIS)</u> .	Small Purchases and Other Simplified Purchasing Procedures.	Code of Regulations	Modify	Delete Strikethrough Language. Add Underlined Language.	Adopted	Subcommittee notes the Department of Administration Representative present at the Subcommittee meeting stated DOA

## Legal Standards

274	61-1. (Code of Regulations)	State	15. Receipts and Expenditures: Funds appropriated and all sums received in repayment of loans and scholarships shall be placed in the State Treasury to the credit of the South Carolina Medical and Dental Scholarship Fund. Loan and scholarship payments shall be paid out of this fund upon a voucher to the State Comptroller General signed by the chairman and the executive secretary of the Board.	Medical and Dental Scholarship Fund.	Code of Regulations	Eliminate	DHEC personnel state the program has not been used in over 20 years.	Adopted	Subcommittee notes the DHEC representative present at the meeting agreed.
275	61-67.1 (Code of Regulations)	State	C. Loan Delinquency Provisions Pursuant to authority provided in Section 48-6-70(B) of Title 48 of the 1976 South Carolina Code of Laws, as amended, any failure of the project sponsor to make payment to the Board according to the prescribed repayment schedule will result in the Board requiring the State Treasurer and the Comptroller General to pay the Board the amount of other State aid the local unit may become entitled to until all delinquent payments plus interest have been paid. If the loan recipient is a special purpose district and receives no other State aid, the Board will notify the Controller General to levy, and require the applicable County Treasurer to collect and remit to the Board, a special tax sufficient to cover the delinquent payments plus interest, and, if necessary, to ensure continued repayment of the loan. Additionally, should the loan of any project sponsor be declared delinquent, the Board may also take action to preclude the loan recipient from receiving grant funds or other types of financial assistance available from State agencies, unless otherwise prohibited by law, until such time as all amounts due on the loan have been paid and the loan is declared current.	Requirements for State Water Pollution Control Revolving Fund Loan Assistance.	Code of Regulations	Eliminate	Comptroller General's Office would only like to delete (C.) of the regulations.	Adopted	DHEC representative present at the meeting agreed with elimination of just this paragraph in the regulation. Representatives from the Treasurer's Office testified they had no issues with the elimination of this paragraph.
276	62-205 (Code of Regulations)	State	A. This program is dependent upon annual funding from the state of South Carolina until a recurring fund or principal account is established.  B. Of the funds appropriated by the General Assembly for the loan repayment program, these funds must be retained in a separate account and used on a revolving basis for purposes of the loan repayment program and its administration. The State Treasurer shall disburse funds from this account as requested by the Commission on Higher Education and upon warrant of the Comptroller General; provided, however, that no more than <del>ten</del> <ins>five</ins> percent of the funds annually appropriated to the Commission on Higher Education may be used for the cost of administering the program. Funds in the account and earnings from it may be carried forward in succeeding fiscal years and used for the purposes of the loan repayment program.	Funding.	Code of Regulations	Modify	Comptroller General's Office needs to update regulation to conform to state statute. Law limits to 5%. See 59-111-75	Adopted	
277	90-003.2 (Code of Regulations)	State	Insurers may select the VAN option. Insurers using the VAN option will have to set up mailboxes and communications. Insurers utilizing the VAN option will be required to pay an additional fee which will be placed by the Comptroller General into a special restricted account to be used by the Department to defray its expenses in administering this program.	Value Added Network (VAN) Data Communication.	Code of Regulations	Eliminate	Per DMV, VAN option is now obsolete.	Adopted	Subcommittee notes the DHEC representative present at the meeting agreed.

## Legal Standards

278	26 CFR 1.1-1 (Internal Revenue Code)	Federal	<p>(1) Section 1 of the Code imposes an income tax on the income of every individual who is a citizen or resident of the United States and, to the extent provided by section 871(b) or 877(b), on the income of a nonresident alien individual. For optional tax in the case of taxpayers with adjusted gross income of less than \$10,000 (less than \$5,000 for taxable years beginning before January 1, 1970) see section 3. The tax imposed is upon taxable income (determined by subtracting the allowable deductions from gross income). The tax is determined in accordance with the table contained in section 1. See subparagraph (2) of this paragraph for reference guides to the appropriate table for taxable years beginning on or after January 1, 1964, and before January 1, 1965, taxable years beginning after December 31, 1964, and before January 1, 1971, and taxable years beginning after December 31, 1970. In certain cases credits are allowed against the amount of the tax. See part IV (section 31 and following), subchapter A, chapter 1 of the Code. In general, the tax is payable upon the basis of returns rendered by persons liable therefor (subchapter A (sections 6001 and following), chapter 61 of the Code) or at the source of the income by withholding. For the computation of tax in the case of a joint return of a husband and wife, or a return of a surviving spouse, for taxable years beginning before January 1, 1971, see section 2. The computation of tax in such a case for taxable years beginning after December 31, 1970, is determined in accordance with the table contained in section 1(a) as amended by the Tax Reform Act of 1969. For other rates of tax on individuals, see section 5(a). For the imposition of an additional tax for the calendar years 1968, 1969, and 1970, see section 51(a).</p>	Income taxes on individuals.							
279	26 CFR 31.6051-1 (Internal Revenue Code)	Federal	<p>(a) Requirement if wages are subject to withholding of income tax—(1) General rule. (i) Every employer, as defined in section 3401(d), required to deduct and withhold from an employee a tax under section 3402, or who would have been required to deduct and withhold a tax under section 3402 (determined without regard to section 3402(n)) if the employee had claimed no more than one withholding exemption, shall furnish to each such employee, in respect of the remuneration paid by such employer to such employee during the calendar year, the tax return copy and the employee's copy of a statement on Form W-2. For example, if the wage bracket method of withholding provided in section 3402(c)(1) is used, a statement on Form W-2 must be furnished to each employee whose wages during any payroll period are equal to or in excess of the smallest wage from which tax must be withheld in the case of an employee claiming one exemption. If the percentage method is used, a statement on Form W-2 must be furnished to each employee whose wages during any payroll period, reduced by the amount of one withholding exemption, are equal to or in excess of the smallest amount of wages from which tax must be withheld. See section 3402 (a) and (b) and the regulations thereunder.</p>	Statements for employees.		Statute					

## Legal Standards

			Each statement on Form W-2 shall show the following: (a) The name, address, and identification number of the employer. (b) The name and address of the employee, and his social security account number if wages as defined in section 3121(a) have been paid or if the Form W-2 is required to be furnished to the employee for a period commencing after December 31, 1962. (c) The total amount of wages as defined in section 3401(a), (d) The total amount deducted and withheld as tax under section 3402, (e) The total amount of wages as defined in section 3121(a), (f) The total amount of employee tax under section 3101 deducted and withheld (increased by any adjustment in the calendar year for over collection, or decreased by any adjustment in such year for under collection, of such tax during any prior year) and the proportion thereof (expressed either as a dollar amount, as a percentage of the total amount of wages as defined in section 3121(a), or as a percentage of the total amount of employee tax under section 3101) withheld as tax under section 3101(b) for financing the cost of hospital insurance benefits,					
280	26 CFR 1.6041-6 (Internal Revenue Code)	Federal	Returns made under section 6041 on Forms 1096 and 1099 for any calendar year shall be filed on or before February 28 (March 31 if filed electronically) of the following year with any of the Internal Revenue Service Centers, the addresses of which are listed in the instructions for such forms. The name and address of the person making the payment and the name and address of the recipient of the payment shall be stated on Form 1099. If the present address of the recipient is not available, the last known post office address must be given. See section 6109 and the regulations thereunder for rules requiring the inclusion of identifying numbers in Form 1099.	Returns made on Forms 1096 and 1099.	Statute			

## Mission, Vision and Goals

This is the second chart because the agency's mission and vision should have a basis in the legal standards, which the agency provided in the previous chart. After the agency knows the laws it must satisfy, along with its mission and vision, it can then set goals to satisfy those laws and achieve that vision (and the strategy and objectives to accomplish each goal - see next chart). To ensure accountability, one person below the head of the agency should be responsible for each goal. The same person is not required to be responsible for all of the goals.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions : Provide the agency's mission, vision and laws (i.e. state and/or federal statutes) which serve as the basis for the agency's mission and vision.

Mission	To provide services to state agencies and departments for payroll, vendor payment processing and accounting support. Continuously review and improve payroll, vendor payment processing and accounting support for state government to better safeguard resources and better serve the state as a whole.
Legal Basis for agency's mission	S.C. Codes 2-65-60, 8-11-33 & 11-3-185
Vision	To be recognized as state government's central source for useful financial data that leads to more open and accountable government.
Legal Basis for agency's vision	S.C. Codes 2-65-60, 8-11-33 & 11-3-185

Instructions :

- 1) Under the "Legal Responsibilities Satisfied" column, enter the legal responsibilities (i.e. state and/or federal statutes and provisos) the goal is satisfying. All of the laws mentioned in the previous chart (i.e. Legal Standards Chart) should be included next to one of the agency's goals. When listing the Legal Responsibilities Satisfied, the agency can group the standards together when applicable (i.e. SC Code 63-19-320 thru 63-19-450). Make sure it is clear whether the agency is referencing state or federal laws and whether it is a proviso or statute.
- 2) Under the "Goals and Description" column, enter the number and description of the goal which will help the agency achieve its vision (i.e. Goal 1 - Increase the number of job opportunities available to juveniles to 20 per juvenile within the next 2 years). The agency should have 3-4 high level goals.
- 3) Under the "Describe how the Goal is SMART" column, enter the information which shows the goal is Specific, Measurable, Attainable, Relevant and Time-bound.
- 4) Under the "Public Benefit/Intended Outcome" column, enter the intended outcome of accomplishing the goal.
- 5) Under the "Responsible Person" columns, provide information about the individual who has primary responsibility/accountability for each goal. The Responsible Person has different teams of employees beneath him/her to help accomplish the goal. The Responsible Person is the person who, in conjunction with his/her team(s) and approval from higher level superiors, determines the strategy and objectives to accomplish the goal. In addition, this is the person who monitors the progress and makes any changes needed to the strategies and objectives to ensure the goal is accomplished. Under the "Position" column, enter the Responsible Person's position/title at the agency.

Legal Responsibilities Satisfied	Goals & Description	Describe how the Goal is S.M.A.R.T.	Public Benefit/Intended Outcome	Responsible Person Name:	Number of months person has been responsible for the goal or objective:	Position:
(i.e. state and federal statutes or provisos the goal is satisfying)	(i.e. Goal 1 - insert description)	Specific Measurable Attainable Relevant Time-bound	(Ex. Output = rumble strips are installed on the sides of a road; Outcome = incidents decrease and public perceives that the road is safer) Just enter the intended outcome			
S.C. Codes 8-11-33, 8-11-35 & 11-3-185 & Internal Revenue Codes 26 CFR 1.6041-6 & 26 CFR 31.6051-1*	Goal 1 - To verify the validity and legality of vendor payment requests by state agencies and process statewide payroll accurately and timely	SMART target values have been established and are consistently met or exceeded for processing disbursement requests and payroll; issuing 1099s and W-2s; and clearing SCEIS Help Desk tickets (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details charts in this report)	Accountable, efficient, timely operation of the agency's Statewide Payroll/Accounts Payable Division ( <i>program area</i> )	Ronnie Head	11	Senior Assistant Comptroller General (Statewide Payroll/Accounts Payable)

## Mission, Vision and Goals

S.C. Code 11-11-40 & Recurring Provisos (97.2 & 117.58 in the Fiscal 2015-16 Appropriations Act)*	Goal 2 - To produce the State's comprehensive annual financial report (CAFR) on a timely basis	SMART target values for preparing and issuing the CAFR have been established and are achieved in the vast majority of cases (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details charts in this report)	Accountable, efficient, timely operation of the agency's Statewide Financial Reporting Division ( <i>program area</i> )	David Starkey		32	Senior Assistant Comptroller General (Statewide Financial Reporting)
S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185*	Goal 3 - To provide centralized accounting of the State's financial activities in accordance with the program structure mandated by the General Assembly	SMART target values have been established and are consistently met or exceeded for accounting for the state's financial activities; providing accounting support and training to state agencies; and administering state government's Unemployment Compensation Fund for state employees (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details charts in this report)	Accountable, efficient, timely operation of the agency's Statewide Accounting Division ( <i>program area</i> )	Anjali Griffin		78	Senior Assistant Comptroller General (Statewide Accounting Services)
S.C. Code 30-4-30 & Recurring Provisos (1.28, 117.26 & 97.5 in the Fiscal 2015-16 Appropriations Act)*	Goal 4 - To serve citizens and state government by providing financial and other information that promotes openness and accountability in government and by supporting other worthwhile endeavors	SMART target values have been established and are consistently met or exceeded for complying with SC Freedom of Information Act requests; providing other information as requested; maintaining the statewide transparency website; producing and issuing the annual Statewide Travel Report; and overseeing the state's Purchasing-Card (P-Card) Rebate Program (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details charts in this report)	Accountable, efficient, timely provision of the agency's Other Services ( <i>program area</i> )	Eddie Gunn		29	Chief of Staff
Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act*	Goal 5 - To effectively manage the divisions, programs, and overall operation of the Comptroller General's Office and to participate in and support other statewide initiatives	SMART target values have been established and are consistently met or exceeded for managing the agency's divisions, programs, operations and budget; producing and issuing the agency's annual Accountability Report; completing EPMS and employee exit interviews; developing and maintaining the agency's cybersecurity policies; and serving on multi-agency task forces, committees and authorities (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details charts in this report)	Accountable, efficient, timely operation of the agency's Administration Division ( <i>program area</i> )	Eddie Gunn		29	Chief of Staff
<p>*These are the core legal mandates for this goal. Other legal standards that might relate to this goal are detailed in the agency's Restructuring &amp; Seven-Year Plan Report and Program Evaluation Report (revised Evaluation of Legal Standards chart in the latter), submitted (March 31, 2015, and July 31, 2015, respectively) to and reviewed by the Executive Subcommittee of the House Legislative Oversight Committee.</p>							

## Strategy, Objectives and Responsibility

This is the next chart because once the agency determines its goals, and those responsible for each goal, it then needs to determine the strategy and objectives to accomplish each goal. To ensure accountability, one person should be responsible for each objective. This can be the same person responsible for the goal, if it is a small agency, or, for larger agencies, a person who reports to the person responsible for the goal. The same person is not required to be responsible for all of the objectives.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions:

- 1) Under the "Legal Responsibilities Satisfied" column, enter the legal responsibilities (i.e. state and/or federal statutes and provisos) the goal or objective is satisfying. For each goal, the agency can copy and paste the information from the Mission, Vision and Goals Chart. All of the legal standards mentioned for a particular goal should be included next to one of the objectives under that goal. When listing the Legal Responsibilities Satisfied, the agency can group the standards together when applicable (i.e. 63-19-320 thru 63-19-370). Make sure it is clear whether the agency is referencing state or federal laws and whether it is a proviso or statute.
- 2) Under the "Strategic Plan Part and Description" column, enter the strategic plan part number and description (i.e. Goal 1 - Increase the number of job opportunities available to juveniles to 20 per juvenile within the next 2 years). For each goal, the agency can copy and paste the information from the Mission, Vision and Goals Chart. If the agency is still utilizing the same strategies and objectives it submitted as part of the Accountability Report, it can copy and paste those into this chart, then fill in the remainder of the columns. However, if the agency has trouble explaining how each objective is SMART, it may need to revise its objectives. In addition, if the agency has revised its strategic plan since submitting its last Accountability Report, please provide information from the most current strategic plan.
- 3) Under the "Describe how it is SMART" column, enter the information which shows how each goal and objective is Specific, Measurable, Attainable, Relevant and Time-bound.
- 4) Under the "Public Benefit/Intended Outcome" column, enter the intended outcome of accomplishing each goal and objective.
- 5) Under the "Responsible Person" columns, provide information about the individual who has primary responsibility/accountability for each goal and objective. The Responsible Person for a goal has different teams of employees beneath him/her to help accomplish the goal. The Responsible Person for an objective has employees and possibly different teams of employees beneath him/her to help accomplish the objective. The Responsible Person for a goal is the person who, in conjunction with his/her team(s) and approval from higher level superiors, determines the strategy and objectives needed to accomplish the goal. The Responsible Person for an objective is the person who, in conjunction with his/her employees and approval from higher level superiors, sets the performance measure targets and heads the game plan for how to accomplish the objective for which he/she is responsible. Under the "Position" column, enter the Responsible Person's position/title at the agency. Under "Office Address" column, enter the address for the office from which the Responsible Person works. Under the "Department/Division" column, enter the department or division at the agency in which the Responsible Person works. Under the "Department/Division Summary" column, enter a brief summary (no more than 1-2 sentences) of what that department or division does in the agency.

Legal Responsibilities Satisfied:	Strategic Plan Part and Description	How it is S.M.A.R.T.:	Public Benefit/Intended Outcome:	Responsible Person Name:	Number of months person has been responsible for the goal or objective:	Position:	Office Address:	Department or Division:	Department or Division Summary:
(i.e. state and federal statutes or provisos the goal or objective is satisfying)	(i.e. Goal 1 - Insert description, Strategy 1.1 - Insert Description, Objective 1.1.1 - Insert Description)	Describe how each goal and objective is... Specific; Measurable; Attainable; Relevant; and Time-bound	(Ex. Output = rumble strips are installed on the sides of a road; Outcome = incidents decrease and public perceives that the road is safer) Just enter the intended outcome						
S.C. Codes 8-11-33, 8-11-35 & 11-3-185 & Internal Revenue Codes 26 CFR 1.6041-6 & 26 CFR 31.6051-1*	Goal 1 - To verify the validity and legality of vendor payment requests by state agencies and process statewide payroll accurately and timely	SMART target values have been established and are consistently met or exceeded for processing disbursement requests and payroll; issuing 1099s and W-2s; and clearing SCEIS Help Desk tickets (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details charts in this report)	Accountable, efficient, timely operation of the agency's Statewide Payroll/Accounts Payable Division <i>(program area)</i>	Ronnie Head	11	Senior Assistant Comptroller General (Statewide Payroll/Accounts Payable)	1200 Senate St.; 352 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Payroll/Accounts Payable	Processes state payroll and vendor payment and other disbursement requests from state agencies
	Strategy 1.1 - Process disbursement requests by agencies in a timely manner		Prompt, efficient accounts payables operation for the state, its vendors and agencies	Jennifer Broughton	50	Audits Manager II	1200 Senate St.; 354 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Payroll/Accounts Payable	Processes state payroll and vendor payment and other disbursement requests from state agencies
S.C. Code 11-3-185	Objective 1.1.1 - Process disbursement requests by agencies within four (4) business days	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Prompt, efficient accounts payables operation for the state, its vendors and agencies	Jennifer Broughton	50	Audits Manager II	1200 Senate St.; 354 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Payroll/Accounts Payable	Processes state payroll and vendor payment and other disbursement requests from state agencies
	Strategy 1.2 - Process annual 1099s in a timely manner		Compliance with Internal Revenue Service requirements and expeditious provision of required tax filing information to approximately 9,000 vendors	Shane Rutherford	38	Accountant/Fiscal Manager 1	1200 Senate St.; 354 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Payroll/Accounts Payable	Processes state payroll and vendor payment and other disbursement requests from state agencies

## Strategy, Objectives and Responsibility

S.C. Code 11-3-185 & 26 CFR 1.6041-6 (Internal Revenue Code)	Objective 1.2.1 - Issue 1099s by Jan. 31 annually	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Compliance with Internal Revenue Service requirements	Shane Rutherford	38	Accountant/Fiscal Manager 1	1200 Senate St.; 354 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Payroll/Accounts Payable	Processes state payroll and vendor payment and other disbursement requests from state agencies
	Strategy 1.3 - Process semi-monthly payroll in a timely manner		Compliance with state statutory and regulatory requirements for approximately 45,000 state employees	Shane Rutherford	38	Accountant/Fiscal Manager 1	1200 Senate St.; 354 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Payroll/Accounts Payable	Processes state payroll and vendor payment and other disbursement requests from state agencies
S.C. Codes 8-11-33 & 8-11-35	Objective 1.3.1 - Process payroll on the 1st and 16th of each month	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Compliance with state statutory and regulatory requirements for approximately 45,000 state employees	Shane Rutherford	38	Accountant/Fiscal Manager 1	1200 Senate St.; 354 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Payroll/Accounts Payable	Processes state payroll and vendor payment and other disbursement requests from state agencies
S.C. Code 8-11-35	Objective 1.3.2 - Process approx. 32,000 special voluntary deductions for state employees each payroll, including premiums for insurance products not offered by state government, elective credit union deposits, withholdings for voluntary defined contribution retirement plans, tax liens, and court-ordered wage garnishments	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Assist state employees and vendors by processing these employee-requested or court-mandated transactions	Shane Rutherford	38	Accountant/Fiscal Manager 1	1200 Senate St.; 354 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Payroll/Accounts Payable	Processes state payroll and vendor payment and other disbursement requests from state agencies
	Stragegy 1.4 - Issue annual W-2s in a timely manner		Compliance with Internal Revenue Service requirements and expeditious provision of required tax filing information to approximately 50,000 current or former state employees	Shane Rutherford	38	Accountant/Fiscal Manager 1	1200 Senate St.; 354 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Payroll/Accounts Payable	Processes state payroll and vendor payment and other disbursement requests from state agencies
S.C. Codes 8-11-33 & 8-11-35 & 26 CFR 31.6051-1 (Internal Revenue Code)	Objective 1.4.1 - Issue W-2s by Jan. 31 annually	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Compliance with Internal Revenue Service requirements	Shane Rutherford	38	Accountant/Fiscal Manager 1	1200 Senate St.; 354 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Payroll/Accounts Payable	Processes state payroll and vendor payment and other disbursement requests from state agencies
	Strategy 1.5 - Assist agencies by responding to tickets we receive from the SCEIS Help Desk relating to agencies' questions about vendor payments and payroll processing		Accurate and efficient use of SCEIS by agencies	Ronnie Head	11	Senior Assistant Comptroller General (Statewide Payroll/Accounts Payable)	1200 Senate St.; 352 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Payroll/Accounts Payable	Processes state payroll and vendor payment and other disbursement requests from state agencies
S.C. Code 8-11-35 & 11-3-185	Objective 1.5.1 - Clear SCEIS Help Desk tickets within five (5) business days	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Accurate and efficient use of SCEIS by agencies	Ronnie Head	11	Senior Assistant Comptroller General (Statewide Payroll/Accounts Payable)	1200 Senate St.; 352 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Payroll/Accounts Payable	Processes state payroll and vendor payment and other disbursement requests from state agencies
S.C. Code 11-11-40 & Recurring Provisos (97.2 & 117.58 in the Fiscal 2015-16 Appropriations Act)*	Goal 2 - To produce the State's Comprehensive Annual Financial Report (CAFR) on a timely basis	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Accountable, efficient, timely operation of the agency's Statewide Financial Reporting Division ( <i>program area</i> )	David Starkey	32	Senior Assistant Comptroller General (Statewide Financial Reporting)	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Financial Reporting	Produces the State's Comprehensive Annual Financial Report (CAFR)

## Strategy, Objectives and Responsibility

	Strategy 2.1 - Produce the CAFR in accordance with generally accepted accounting principles and all Governmental Accounting Standards Board requirements		Compliance with federal and state requirements	David Starkey	32	Senior Assistant Comptroller General (Statewide Financial Reporting)	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Financial Reporting	Produces the State's Comprehensive Annual Financial Report (CAFR)
S.C. Code 11-11-40 & Recurring Provisos (97.2 & 117.58 in the Fiscal 2015-16 Appropriations Act)	Objective 2.1.1 - Publicly release the CAFR by Dec. 31 each year	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Provision of timely, accurate state financial information to the General Assembly, bond rating agencies, investors in state bonds, citizens and other stakeholders	David Starkey	32	Senior Assistant Comptroller General (Statewide Financial Reporting)	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Financial Reporting	Produces the State's Comprehensive Annual Financial Report (CAFR)
S.C. Code 11-11-40 & Recurring Provisos (97.2 & 117.58 in the Fiscal 2015-16 Appropriations Act)	Objective 2.1.2 - Qualify for the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Recognition of the State's CAFR as an exemplary financial report	David Starkey	32	Senior Assistant Comptroller General (Statewide Financial Reporting)	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Financial Reporting	Produces the State's Comprehensive Annual Financial Report (CAFR)
	Strategy 2.2 - Acquire CAFR compilation software or develop internal solution		Acceleration of CAFR production	Eddie Gunn	29	Chief of Staff	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives
S.C. Code 11-11-40 & Recurring Provisos (97.2 & 117.58 in the Fiscal 2015-16 Appropriations Act)	Objective 2.2.1 - Accelerate the financial reporting and CAFR completion processes, saving additional personnel costs in the process	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Extraction of financial information in a more efficient and timely process	David Starkey	32	Senior Assistant Comptroller General (Statewide Financial Reporting)	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Financial Reporting	Produces the State's Comprehensive Annual Financial Report (CAFR)
S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185*	Goal 3 - To provide centralized accounting of the State's financial activities in accordance with the program structure mandated by the S.C. General Assembly	SMART target values have been established and are consistently met or exceeded for accounting for the state's financial activities; providing accounting support and training to state agencies; and administering state government's Unemployment Compensation Fund for state employees (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details charts in this report)	Accountable, efficient, timely operation of the agency's Statewide Accounting Division ( <i>program area</i> )	Anjali Griffin	78	Senior Assistant Comptroller General (Statewide Accounting Services)	1200 Senate St.; 321 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Accounting Services	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees
	Strategy 3.1 - Provide timely accounting support to other state agencies as requested or upon finding any incorrectly entered daily accounting transactions		Compliance with state statutory, regulatory and budget requirements and accurate operation of the state accounting system(s)	Anjali Griffin	78	Senior Assistant Comptroller General (Statewide Accounting Services)	1200 Senate St.; 321 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Accounting Services	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees

## Strategy, Objectives and Responsibility

S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185	Objective 3.1.1 - Produce and maintain an up-to-date online manual of SCEIS accounting practices and procedures	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Greater efficiency in operating the state accounting system	Anjali Griffin	78	Senior Assistant Comptroller General (Statewide Accounting Services)	1200 Senate St.; 321 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Accounting Services	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees
S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185	Objective 3.1.2 - Provide online Closing Packages with instructions for use by other agencies' accounting personnel at year end	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Greater efficiency in operating the state accounting system	Anjali Griffin	78	Senior Assistant Comptroller General (Statewide Accounting Services)	1200 Senate St.; 321 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Accounting Services	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees
S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185	Objective 3.1.3 - Ensure agreement of transactions posted in SCEIS and in STARS	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Accurate, consistent data in both the State's current and legacy accounting programs	Anjali Griffin	78	Senior Assistant Comptroller General (Statewide Accounting Services)	1200 Senate St.; 321 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Accounting Services	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees
S.C. Code 11-55-10	Objective 3.1.4 - Assemble multi-agency working group monthly to analyze the State's fiscal month and fiscal year-to-date revenue collections to determine accuracy and completeness	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Provides BEA greater confidence in monthly revenues being recorded by state agencies and used to forecast revenues for the legislative budget process	Richard Eckstrom	86	Comptroller General	1200 Senate St.; 304 Wade Hampton Office Building; Columbia, S.C. 29201	Agency Head	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing
	Strategy 3.2 - Improve competency of accounting personnel throughout state government by offering relevant and low-cost training		Increase the quality of accounting functions in state government	Anjali Griffin	78	Senior Assistant Comptroller General (Statewide Accounting Services)	1200 Senate St.; 321 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Accounting Services	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees
S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185	Objective 3.2.1 - Coordinate providing low-cost "Continuing Professional Education" (CPE) training among <u>CPAs</u> in CG's Office, State Auditor's Office, and State Treasurer's Office (Note: LLR requires every CPA to complete 40 hrs. of CPE annually as a condition of retaining professional certification. This training initiative helps state government CPAs meet that costly requirement.)	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Provides a better trained workforce	Anjali Griffin	78	Senior Assistant Comptroller General (Statewide Accounting Services)	1200 Senate St.; 321 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Accounting Services	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees
	Strategy 3.3 - Administer state government's Unemployment Compensation Fund for State employees		Protects state employees in event of lost employment	Anjali Griffin	78	Senior Assistant Comptroller General (Statewide Accounting Services)	1200 Senate St.; 321 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Accounting Services	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees
S.C. Code 41-31-820 & Recurring Proviso (97.4 in the Fiscal 2015-16 Appropriations Act)	Objective 3.3.1 - Determine appropriate annual premiums to bill and collect from state agencies, and account for claims paid by third-party administrator	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Protects state employees in event of lost employment	Anjali Griffin	78	Senior Assistant Comptroller General (Statewide Accounting Services)	1200 Senate St.; 321 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Accounting Services	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees

## Strategy, Objectives and Responsibility

S.C. Code 30-4-30 & Recurring Provisos (1.28, 117.26 & 97.5 in the Fiscal 2015-16 Appropriations Act)*	Goal 4 - To serve citizens and state government by providing financial and other information that promotes openness and accountability in government and by supporting other worthwhile endeavors	SMART target values have been established and are consistently met or exceeded for complying with SC Freedom of Information Act requests; providing other information as requested; maintaining the statewide transparency website; producing and issuing the annual Statewide Travel Report; and overseeing the state's Purchasing-Card (P-Card) Rebate Program (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details charts in this report)	Accountable, efficient, timely provision of the agency's Other Services ( <i>program area</i> )	Eddie Gunn	29	Chief of Staff	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives
	Strategy 4.1 - Meet or exceed all statutory requirements for information disclosure		Compliance with state law and provision of public information in a timely manner	Eddie Gunn	29	Chief of Staff	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives
S.C. Code 30-4-30	Objective 4.1.1 - Respond to S.C. Freedom of Information Act (FOIA) requests within an average of 10 or fewer business days	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Provision of timely public information produces customer satisfaction and increases trust in government	Eric Ward	40	Public Information Director	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Other Services	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service
	Strategy 4.2 - Provide citizens financial information in a convenient, understandable, and interesting manner		Make more public information readily available online that is useful and user-friendly for the General Assembly, citizens, the media, and any other stakeholder	Eric Ward	40	Public Information Director	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Other Services	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service
Recurring Proviso (1.28 in the Fiscal 2015-16 Appropriations Act)	Objective 4.2.1 - Maintain statewide transparency website	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Make more public information readily available online that is useful and user-friendly for the General Assembly, citizens, the media, and any other stakeholder	Eric Ward	40	Public Information Director	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Other Services	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service

## Strategy, Objectives and Responsibility

Recurring Proviso (1.28 in the Fiscal 2015-16 Appropriations Act)	Objective 4.2.2 - Increase use of website (increase site visits) by improving format and expanding content, and by soliciting the media to inform the public on the website's existence	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Make more public information readily available online that is useful and user-friendly for the General Assembly, citizens, the media, and any other stakeholder	Eric Ward	40	Public Information Director	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Other Services	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service
	Strategy 4.3 - Provide details of travel expenditures incurred by personnel of all state agencies		Increased scrutiny serves as a potential deterrent to unnecessary publicly-funded travel	Eddie Gunn	29	Chief of Staff	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives
Recurring Proviso (117.26 in the Fiscal 2015-16 Appropriations Act)	Objective 4.3.1 - Issue and distribute annual Statewide Travel Report by statutory deadline (Nov. 1)	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Increased scrutiny serves as a potential deterrent to unnecessary publicly-funded travel	Anjali Griffin	78	Senior Assistant Comptroller General (Statewide Accounting Services)	1200 Senate St.; 321 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Accounting Services	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees
Recurring Proviso (117.26 in the Fiscal 2015-16 Appropriations Act)	Objective 4.3.2 - Post annual Statewide Travel Report on statewide transparency website by Nov. 1	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Increased scrutiny serves as a potential deterrent to unnecessary publicly-funded travel	Eric Ward	40	Public Information Director	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Other Services	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service
	Strategy 4.4 - Administer the State's Purchasing-Card (P-Card) Rebate Program		P-Card usage reduces the State's cost of processing small purchases and earns rebate revenue for the state General Fund and for qualifying agencies	Ronnie Head	11	Senior Assistant Comptroller General (Statewide Payroll/Accounts Payable)	1200 Senate St.; 352 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Payroll/Accounts Payable	Processes state payroll and vendor payment and other disbursement requests from state agencies
Recurring Proviso (97.5 in the Fiscal 2015-16 Appropriations Act)	Objective 4.4.1 - Monitor annual spend volume and disburse P-Card rebate revenue to General Fund and qualifying agencies	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	P-Card program promotes efficiency and provides revenue to state government	Ronnie Head	11	Senior Assistant Comptroller General (Statewide Payroll/Accounts Payable)	1200 Senate St.; 352 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Payroll/Accounts Payable	Processes state payroll and vendor payment and other disbursement requests from state agencies
Recurring Proviso (97.5 in the Fiscal 2015-16 Appropriations Act)	Objective 4.4. 2 - Produce monthly report of P-Card spending by each state agency including the detailed spending by each agency's cardholders and post report on statewide transparency website	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Encouraging scrutiny of spending by posting P-Card spending details online serves as potential deterrent to improper or unnecessary use	Ronnie Head	11	Senior Assistant Comptroller General (Statewide Payroll/Accounts Payable)	1200 Senate St.; 352 Wade Hampton Office Building; Columbia, S.C. 29201	Statewide Payroll/Accounts Payable	Processes state payroll and vendor payment and other disbursement requests from state agencies

## Strategy, Objectives and Responsibility

Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act*	Goal 5 - To effectively manage the divisions, programs, and overall operation of the Comptroller General's Office and to participate in and support other statewide initiatives	SMART target values have been established and are consistently met or exceeded for managing the agency's divisions, programs, operations and budget; producing and issuing the agency's annual Accountability Report; completing EPMS and employee exit interviews; developing and maintaining the agency's cybersecurity policies; and serving on multi-agency task forces, committees and authorities (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details charts in this report)	Accountable, efficient, timely operation of the agency's Administration Division ( <i>program area</i> )	Eddie Gunn	29	Chief of Staff	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives
	Strategy 5.1 - Manage agency budget by avoiding "cost creep" in providing services		Assuring appropriate return on investment for services performed	Eddie Gunn	29	Chief of Staff	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives
Annual Appropriations Act	Objective 5.1.1 - Monitor monthly cost of each program area (Statewide Payroll/Accounts Payable, Statewide Financial Reporting, Statewide Accounting, Other Services, Administration) and confront any increases if observed	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Assuring appropriate return on investment for services performed	Eddie Gunn	29	Chief of Staff	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives
	Strategy 5.2 - Fulfill all legal and administrative mandates on the agency		Compliance with state laws and regulations and with directives from General Assembly	Eddie Gunn	29	Chief of Staff	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives
Annual Appropriations Act	Objective 5.2.1 - Present concise and accurate annual summaries of agency operations to Budget subcommittees of House and Senate	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Compliance with state laws and directives from General Assembly and provision of assistance in budget process	Eddie Gunn	29	Chief of Staff	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives
S.C. Code 1-1-810	Objective 5.2.2 - Submit Annual Accountability Report by agreed-upon deadline	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Compliance with state laws and directives from General Assembly and provision of assistance in budget process	Eddie Gunn	29	Chief of Staff	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives

## Strategy, Objectives and Responsibility

S.C. Code of Regulations 19-715	Objective 5.2.3 - Complete EPMS process for each employee upon his or her annual employment anniversary for 100% of staff	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Compliance with state laws and regulations	Eddie Gunn	29	Chief of Staff	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives
S.C. Code of Regulations 19-719.05	Objective 5.2.4 - Conduct exit interviews for all departing agency personnel and ascertain ways to reduce unwanted turnover of employees	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Compliance with state laws and regulations	Eddie Gunn	29	Chief of Staff	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives
	Strategy 5.3 - Work with SCEIS project team to retire STARS		Elimination of unnecessary duplication of effort throughout state government caused by having to continue maintaining and operating both the outdated former accounting system (STARS) and our modern comprehensive statewide system (SCEIS)	Scott Houston	102	Senior Assistant Comptroller General (Information Technology)	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Other Services	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service
S.C. Code 11-53-20 & Recurring Proviso (98.2 in the Fiscal 2015-16 Appropriations Act)	Objective 5.3.1 - Support the SCEIS project team in converting the State Treasurer's Office (the only agency still on STARS) from STARS to SCEIS by December 31, 2015, so STARS can finally be retired	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Enhancement in efficiency by eliminating unnecessary duplication of effort required by having to continue maintaining both the old accounting system (STARS) and the new comprehensive STARS and SCEIS	Scott Houston	36	Senior Assistant Comptroller General (Information Technology)	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Other Services	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service
	Strategy 5.4 - Develop agency cybersecurity policies in accordance with State statutory and/or regulatory requirements		Compliance with state statutory and regulatory cybersecurity requirements, enhancing the protection of personally identifiable information and other sensitive information and reducing the State's and the agency's exposure to potential breaches of such information	Scott Houston	24	Senior Assistant Comptroller General (Information Technology)	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Other Services	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service
Recurring Proviso (93.27 in the Fiscal 2015-16 Appropriations Act)	Objective 5.4.1 - Finalize implementation plans for all cybersecurity policies by Jan. 31, 2015	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Compliance with this state requirement as a key step toward achieving Objective 5.4.2	Scott Houston	12	Senior Assistant Comptroller General (Information Technology)	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Other Services	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service

## Strategy, Objectives and Responsibility

Recurring Proviso (93.27 in the Fiscal 2015-16 Appropriations Act)	Objective 5.4.2 - Implement all cybersecurity policies by July 1, 2016	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Compliance with this state requirement to accomplish Strategy 5.4	Eddie Gunn	19	Chief of Staff	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives
	Strategy 5.5 - Support other statewide initiatives for the benefit of citizens and state government overall		Enhancement of government effectiveness through collaborative efforts with other agencies and state officials	Eddie Gunn	29	Chief of Staff	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives
S.C. Codes 11-55-10 & 11-53-20	Objective 5.5.1 - Serve on multi-agency task forces, committees, and authorities dedicated to statewide initiatives	SMART target values for this objective have been established and are consistently met or exceeded (See CGO Program Evaluation Report revised Strategic Plan Investment chart submitted July 31, 2015, and corresponding Objective Details chart(s) in this report)	Enhancement of government effectiveness through collaborative efforts with other agencies and state officials	Richard Eckstrom	157	Comptroller General	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives

## Associated Programs

This is the next chart because once the agency has determined its goals, strategies and objectives, the agency needs to determine which of its programs will help achieve those objectives and goals and which programs may need to be curtailed or eliminated. If one program is helping accomplish an objective that a lot of other programs are also helping accomplish, the agency should consider whether the resources needed for that program could be better utilized (i.e. so the agency can most effectively and efficiently accomplish all of its goals and objectives) if they were distributed among the other programs that are helping accomplish the same objective or among programs that are helping accomplish other objectives.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions :

- 1) Under the "Name of Agency Program" column, enter the name of every program at the agency on a separate row.
- 2) Under the "Description of Program" column, enter a 1-3 sentence description of the agency program.
- 3) Under the "Legal Statute Requiring Program" column, enter the legal statute which requires (this is different than allows) the program, if the program is required by a state or federal statute or proviso. Make sure it is clear whether the agency is referencing state or federal laws and whether it is a proviso or statute. If the program is not required by a state or federal statute or proviso, enter "none."
- 3) Under the "Objective the Program Helps Accomplish" column, enter the strategic plan objective number and description. The agency can copy the Objective number and description from the first column of the Strategy, Objective and Responsibility Chart. Enter ONLY ONE objective per row. If an agency program helps accomplish multiple objectives, insert additional rows with that agency program information and enter each different objective it helps accomplish on a separate row.

Name of Agency Program	Description of Program	Legal Statute or Proviso Requiring the Program	Objective the Program Helps Accomplish (The agency can copy the Objective number and description from the first column of the Strategy, Objective and Responsibility Chart)  List <u>ONLY ONE</u> strategic objective per row.
Statewide Payroll	Processes semi-monthly payroll, including voluntary deductions, for state employees; issues annual W-2s to current and former state employees; and issues annual 1099s to state vendors	S.C. Code 11-3-185 & 26 CFR 1.6041-6 (Internal Revenue Code)	Objective 1.2.1 - Issue 1099s by Jan. 31 annually
Statewide Payroll	Processes semi-monthly payroll, including voluntary deductions, for state employees; issues annual W-2s to current and former state employees; and issues annual 1099s to state vendors	S.C. Codes 8-11-33 & 8-11-35	Objective 1.3.1 - Process payroll on the 1st and 16th of each month
Statewide Payroll	Processes semi-monthly payroll, including voluntary deductions, for state employees; issues annual W-2s to current and former state employees; and issues annual 1099s to state vendors	S.C. Codes 8-11-33 & 8-11-35	Objective 1.3.2 - Process approx. 32,000 special voluntary deductions for state employees each payroll, including premiums for insurance products not offered by state government, elective credit union deposits, withholdings for voluntary defined contribution retirement plans, tax liens, and court-ordered wage garnishments.
Statewide Payroll	Processes semi-monthly payroll, including voluntary deductions, for state employees; issues annual W-2s to current and former state employees; and issues annual 1099s to state vendors	S.C. Codes 8-11-33 & 8-11-35 & 26 CFR 31.6051-1 (Internal Revenue Code)	Objective 1.4.1 - Issue W-2s by Jan. 31 annually
Statewide Accounts Payable	Processes vendor payment and other disbursement requests by state agencies and clears SCEIS Help Desk tickets	S.C. Code 11-3-185	Objective 1.1.1 - Process disbursement requests by agencies within four (4) business days
Statewide Accounts Payable	Processes vendor payment and other disbursement requests by state agencies and clears SCEIS Help Desk tickets	S.C. Code 8-11-35 & 11-3-185	Objective 1.5.1 - Clear SCEIS Help Desk tickets within five (5) business days

## Associated Programs

Statewide Financial Reporting	Produces the State's Comprehensive Annual Financial Report (CAFR)	S.C. Code 11-11-40 & Recurring Provisos (97.2 & 117.58 in the Fiscal 2015-16 Appropriations Act)	Objective 2.1.1 - Publicly release the CAFR by Dec. 31 each year
Statewide Financial Reporting	Produces the State's Comprehensive Annual Financial Report (CAFR)	S.C. Code 11-11-40 & Recurring Provisos (97.2 & 117.58 in the Fiscal 2015-16 Appropriations Act)	Objective 2.1.2 - Qualify for the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association
Statewide Financial Reporting	Produces the State's Comprehensive Annual Financial Report (CAFR)	S.C. Code 11-11-40 & Recurring Provisos (97.2 & 117.58 in the Fiscal 2015-16 Appropriations Act)	Objective 2.2.1 - Accelerate the financial reporting and CAFR completion processes, saving additional personnel costs in the process
Statewide Accounting Services	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees	S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185	Objective 3.1.1 - Produce and maintain an up-to-date online manual of SCEIS accounting practices and procedures
Statewide Accounting Services	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees	S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185	Objective 3.1.2 - Provide online Closing Packages with instructions for use by other agencies' accounting personnel at year end
Statewide Accounting Services	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees	S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185	Objective 3.1.3 - Ensure agreement of transactions posted in SCEIS and in STARS
Statewide Accounting Services	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees	S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185	Objective 3.1.4 - Assemble multi-agency working group monthly to analyze the State's fiscal month and fiscal year-to-date revenue collections to determine accuracy and completeness
Statewide Accounting Services	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees	S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185	Objective 3.2.1 - Coordinate providing low-cost "Continuing Professional Education" (CPE) training among <i>CPAs</i> in CG's Office, State Auditor's Office, and State Treasurer's Office (Note: LLR requires every CPA to complete 40 hrs. of CPE annually as a condition of retaining professional certification. This training initiative helps state government CPAs meet that costly requirement.)
Statewide Accounting Services	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees	S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185	Objective 3.3.1 - Determine appropriate annual premiums to bill and collect from state agencies, and account for claims paid by third-party administrator
Other Services	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service	S.C. Code 30-4-30 & Recurring Provisos (1.28, 117.26 & 97.5 in the Fiscal 2015-16 Appropriations Act)	Objective 4.1.1 - Respond to S.C. Freedom of Information Act (FOIA) requests within an average of 10 or fewer business days
Other Services	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service	S.C. Code 30-4-30 & Recurring Provisos (1.28, 117.26 & 97.5 in the Fiscal 2015-16 Appropriations Act)	Objective 4.2.1 - Maintain statewide transparency website
Other Services	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service	S.C. Code 30-4-30 & Recurring Provisos (1.28, 117.26 & 97.5 in the Fiscal 2015-16 Appropriations Act)	Objective 4.2.2 - Increase use of website (increase site visits) by improving format and expanding content, and by soliciting the media to inform the public on the website's existence

## Associated Programs

Statewide Accounting Services	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees	S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185	Objective 4.3.1 - Issue and distribute annual Statewide Travel Report by statutory deadline (Nov. 1)
Other Services	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service	S.C. Code 30-4-30 & Recurring Provisos (1.28, 117.26 & 97.5 in the Fiscal 2015-16 Appropriations Act)	Objective 4.3.2 - Post annual Statewide Travel Report on statewide transparency website by Nov. 1
Other Services	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service	S.C. Code 30-4-30 & Recurring Provisos (1.28, 117.26 & 97.5 in the Fiscal 2015-16 Appropriations Act)	Objective 4.4.1 - Monitor annual spend volume and disburse P-Card rebate revenue to General Fund and qualifying agencies
Other Services	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service	S.C. Code 30-4-30 & Recurring Provisos (1.28, 117.26 & 97.5 in the Fiscal 2015-16 Appropriations Act)	Objective 4.4.2 - Produce monthly report of P-Card spending by each state agency including the detailed spending by each agency's cardholders and post report on statewide transparency website
Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act	Objective 5.1.1 - Monitor monthly cost of each program area (Statewide Payroll/Accounts Payable, Statewide Financial Reporting, Statewide Accounting, Other Services, Administration) and confront any increases if observed
Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act	Objective 5.2.1 - Present concise and accurate annual summaries of agency operations to Budget subcommittees of House and Senate
Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act	Objective 5.2.2 - Submit Annual Accountability Report by agreed-upon deadline
Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act	Objective 5.2.3 - Complete EPMS process for each employee upon his or her annual employment anniversary for 100% of staff
Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act	Objective 5.2.4 - Conduct exit interviews for all departing agency personnel and ascertain ways to reduce unwanted turnover of employees
Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act	Objective 5.3.1 - Support the SCEIS project team in converting the State Treasurer's Office (the only agency still on STARS) from STARS to SCEIS by December 31, 2015, so STARS can finally be retired
Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act	Objective 5.4.1 - Finalize implementation plans for all cybersecurity policies by Jan. 31, 2015

## Associated Programs

Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act	Objective 5.4.2 - Implement all cybersecurity policies by July 1, 2016
Administration	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act	Objective 5.5.1 - Serve on multi-agency task forces, committees, and authorities dedicated to statewide initiatives

## Strategic Budgeting

This is the next chart because once the agency determines its goals, strategies and objectives, as well as the programs that will best allow the agency to accomplish its objectives, the agency needs to determine how to allocate its funds to most effectively and efficiently accomplish the objectives. After allocating the funds to the objectives, the agency may decide to go back and revise which associated programs it will continue, curtail or eliminate in order to most effectively and efficiently accomplish its goals and objectives.

Agency Responding	Office of the Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-2016

IMPORTANT TIME SAVING NOTE: Please note that only one year of budgeted funds is requested. Once an agency is under study with the House Legislative Oversight Committee, the Committee may request information on how the agency budgeted and spent money for the previous five years. If an agency is chosen for study five years from now, the agency can quickly and easily combine the information from this chart for each of the last five years.

Part A Instructions : Estimated Funds Available this Fiscal Year (2015-16)

1) Please enter each source of funds for the agency in a separate column. Group the funding sources however is best for the agency (i.e. general appropriation programs, proviso 18.2, proviso 19.3, grant ABC, grant XYZ, Motor Vehicle User Fees, License Fines, etc.) to provide the information requested below each source (i.e. state, other or federal funding; recurring or one-time funding; etc.). The agency is not restricted by the number of columns below so please delete or add as many as needed. **However the agency chooses to group its funding sources, it should be clear through Part A and B, how much the agency estimates it has available to spend and where the agency has budgeted the funds it has available to spend.**

Part B Instructions : How Agency Budgeted Funds this Fiscal Year (2015-16)

- 1) Enter each agency objective and description (i.e. Objective 1.1.1 - insert description of objective). The agency can insert as many rows as necessary so that all objectives are included.
- 2) After entering all of the objectives, enter each "unrelated purpose" for which money received by the agency will go (i.e. Unrelated Purpose #1 - insert description of unrelated purpose) on a separate row. An "unrelated purpose" is money the agency is legislatively directed to spend on something that is not related to an agency objective (i.e. pass through, carry forward, etc.).
- 3) Enter how much money from each source of funds the agency budgets to spend on each objective and unrelated purpose. The "Total budgeted to spend on objectives and unrelated purposes" for each source of funds in Part B should equal the "Amount estimated to have available to spend this fiscal year" in Part A.

Explanations from the Agency regarding Part A:		This is an estimate of how we budgeted for the current fiscal year based on funds available.	
<b>PART A</b> <b>Estimated Funds Available this Fiscal Year (2015-16)</b>	Source of Funds:	Totals	<i>General Appropriations</i>
	Is the source state, other or federal funding:	Totals	<i>State Funds</i>
	Is funding recurring or one-time?	Totals	<i>Recurring</i>
	<b>\$ From Last Year Available to Spend this Year</b>		
	Amount available at end of previous fiscal year	\$403,212	\$202,944
	Amount available at end of previous fiscal year that agency can actually use this fiscal year:	\$202,944	\$0
	If the amounts in the two rows above are not the same, explain why:	Enter explanation for each fund to the right	Other funds are not automatically carryforward. They have to be requested through the Executive Budget Office to increase Other Fund Authorization.
	<b>\$ Estimated to Receive this Year</b>		
	Amount budgeted/estimated to receive in this fiscal year:	\$3,023,862	\$2,243,862
	<b>Total Actually Available this Year</b>		
	Amount estimated to have available to spend this fiscal year (i.e. Amount available at end of previous fiscal year that agency can actually use in this fiscal year PLUS Amount budgeted/estimated to receive this fiscal year):	\$3,226,806	\$2,446,806

Explanations from the Agency regarding Part B:	This is an estimate of how we budgeted for the current fiscal year based on funds available.		

## Strategic Budgeting

<b>PART B How Agency Budgeted Funds this Fiscal Year (2015-16)</b>	Source of Funds: (the rows to the left should populate automatically from what the agency entered in Part A)	Totals	General Appropriations	General Appropriations
	Is source state, other or federal funding: (the rows to the left should populate automatically from what the agency entered in Part A)	Totals	State Funds	Other Funds
	Restrictions on how agency is able to spend the funds from this source:	n/a		
	<b>Amount estimated to have available to spend this fiscal year:</b> (the rows to the left should populate automatically from what the agency entered in Part A)	\$3,226,806	\$2,446,806	\$780,000
	Are expenditure of funds tracked through SCEIS? (if no, state the system through which they are recorded so the total amount of expenditures could be verified, if needed)	n/a		
	<b>Where Agency Budgeted to Spend Money this Year</b>			
	<i>Objective 1.1.1 - Process disbursement requests by agencies within four (4) business days:</i>	\$285,540	\$207,305	\$78,235
	<i>Objective 1.2.1 - Issue 1099s by January 31st annually:</i>	\$114,231	\$82,922	\$31,309
	<i>Objective 1.3.1 - Process payroll on the 1st and 16th of each month:</i>	\$285,540	\$207,305	\$78,235
	<i>Objective 1.3.2 - Process approximately 32,000 special voluntary deductions for state employees each payroll, including premiums for insurance products not offered by state government, elective credit union deposits, withholdings for voluntary defined contribution retirement plans, tax liens, and court-ordered wage garnishments:</i>	\$171,347	\$124,383	\$46,964
	<i>Objective 1.4.1 - Issue W-2s by January 31st annually:</i>	\$228,463	\$165,845	\$62,618
	<i>Objective 1.5.1 - Clear SCEIS Help Desk tickets within five (5) business days:</i>	\$57,116	\$41,461	\$15,655
	<i>Objective 2.1.1 - Publicly release the CAFR by December 31st each year:</i>	\$362,170	\$337,366	\$24,804
	<i>Objective 2.1.2 - Qualify for the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association:</i>	\$102,615	\$95,587	\$7,028
	<i>Objective 2.2.1 - Accelerate the financial reporting and CAFR completion processes, saving additional personnel costs in the process:</i>	\$138,831	\$129,323	\$9,508
	<i>Objective 3.1.1 - Produce and maintain an up-to-date online manual of SCEIS accounting practices and procedures:</i>	\$136,782	\$127,968	\$8,814
	<i>Objective 3.1.2 - Provide online Closing Packages with instructions for use by other agencies' accounting personnel at year end:</i>	\$109,425	\$102,374	\$7,051
	<i>Objective 3.1.3 - Ensure agreement of transactions posted in SCEIS and STARS:</i>	\$82,069	\$76,781	\$5,288
	<i>Objective 3.1.4 - Assemble multi-agency working group monthly to analyze the state's fiscal month and fiscal year-to-date revenue collections and determine accuracy and completeness:</i>	\$82,069	\$76,781	\$5,288
	<i>Objective 3.2.1 - Coordinate providing low-cost "Continuing Professional Education" (CPE) training among CPAs in the CG's Office, State Auditor's Office, and State Treasurer's Office (Note: LLR requires every CPA to complete forty (40) hours of CPE annually as a condition of retaining professional certification. This training initiative helps state government CPAs meet that costly requirement):</i>	\$54,713	\$51,187	\$3,526
	<i>Objective 3.3.1 - Determine appropriate annual premiums to bill and collect from state agencies, and account for claims paid by third-party administrator:</i>	\$82,069	\$76,781	\$5,288

## Strategic Budgeting

<i>Objective 4.1.1 - Respond to S.C. Freedom of Information Act (FOIA) requests within an average of ten (10) or fewer business days:</i>	\$117,048	\$32,738	\$84,310
<i>Objective 4.2.1 - Maintain statewide transparency website:</i>	\$78,033	\$21,826	\$56,207
<i>Objective 4.2.2 - Increase use of website (increase site visits) by improving format, expanding content, and soliciting the media to inform the public on the website's existence:</i>	\$39,016	\$10,913	\$28,103
<i>Objective 4.3.1 - Issue and distribute annual Statewide Travel Report by statutory deadline (November 1st):</i>	\$39,016	\$10,913	\$28,103
<i>Objective 4.3.2 - Post annual Statewide Travel Report on the statewide transparency website by November 1st:</i>	\$39,016	\$10,913	\$28,103
<i>Objective 4.4.1 - Monitor annual spend volume and disburse P-Card rebate revenue to General Fund for qualifying agencies:</i>	\$39,016	\$10,913	\$28,103
<i>Objective 4.4.2 - Produce monthly report of P-Card spending by each state agency including the detailed spending by each agencies' cardholders and post report on the statewide transparency website:</i>	\$39,016	\$10,913	\$28,103
<i>Objective 5.1.1 - Monitor monthly cost of each program area (Statewide Payroll/Accounts Payable, Statewide Financial Reporting, Statewide Accounting, Other Services, and Administration) and confront any increases if observed:</i>	\$81,549	\$65,146	\$16,403
<i>Objective 5.2.1 - Present concise and accurate annual summaries of agency operations to Budget sub-committees of House and Senate:</i>	\$54,367	\$43,431	\$10,936
<i>Objective 5.2.2 - Submit annual Accountability Report by agreed-upon deadline:</i>	\$54,367	\$43,431	\$10,936
<i>Objective 5.2.3 - Complete EPMS process for each employee upon his or her annual employment anniversary for 100% of staff:</i>	\$54,367	\$43,431	\$10,936
<i>Objective 5.2.4 - Conduct exit interviews for all departing agency personnel and ascertain ways to reduce unwanted turnover of employees:</i>	\$27,183	\$21,715	\$5,468
<i>Objective 5.3.1 - Support the SCEIS project team in converting the State Treasurer's Office (the only agency still on STARS) from STARS to SCEIS by December 31, 2015, so STARS can finally be retired:</i>	\$81,549	\$65,146	\$16,403
<i>Objective 5.4.1 - Finalize implementation plans for all cybersecurity policies by January 31, 2015:</i>	\$54,367	\$43,431	\$10,936
<i>Objective 5.4.2 - Implement all cybersecurity policies by July 1, 2016:</i>	\$54,367	\$43,431	\$10,936
<i>Objective 5.5.1 - Serve on multi-agency task forces, committees, and authorities dedicated to statewide initiatives:</i>	\$81,549	\$65,146	\$16,403
<b>Total Budgeted to Spend on Objectives and Unrelated Purposes:</b> (this should be the same as Amount estimated to have available to spend this fiscal year)	<b>\$3,226,806</b>	<b>\$2,446,806</b>	<b>\$780,000</b>

## Objective Details 1.1.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 1 - To verify the validity and legality of vendor payment requests by state agencies and process statewide payroll accurately and timely	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	S.C. Codes 8-11-33, 8-11-35 & 11-3-185 & Internal Revenue Codes 26 CFR 1.6041-6 & 26 CFR 31.6051-1	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 1.1 - Process disbursement requests by agencies in a timely manner	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 1.1.1 - Process disbursement requests by agencies within four (4) business days	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	S.C. Code 11-3-185	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Prompt, efficient accounts payables operation for the state, its vendors and agencies	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Statewide Payroll/Accounts Payable	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Jennifer Broughton	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	50	
Position:	Audits Manager II	
Office Address:	1200 Senate St.; 354 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Statewide Payroll/Accounts Payable	
Department or Division Summary:	Processes state payroll and vendor payment and other disbursement requests from state agencies	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$285,540	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 1.1.1

*Instructions:* Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 1.1.1 - Process disbursement requests by agencies within four (4) business days
	Performance Measure:	Annual average number of days for document turnaround in the Accounts Payable Division
	Type of Measure:	Efficiency
Results	2013-14 Actual Results (as of 6/30/14):	2.24 Days
	2014-15 Target Results:	4 Days
	2014-15 Actual Results (as of 6/30/15):	3.2 Days
	2015-16 Minimum Acceptable Results:	4 Days
	2015-16 Target Results:	4 Days
Details	Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected
	What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom
	Why was this performance measure chosen?	To facilitate prompt, efficient accounts payables operation for the state, its vendors and agencies
	If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A
	What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom
	What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Maintaining consistently prompt, efficient accounts payables operation for the state, its vendors and agencies
	Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes
	If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A

### POTENTIAL NEGATIVE IMPACT

*Instructions:* Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Vendors are paid late or improperly
Level Requires Outside Help	If processing time for disbursements exceeds two-week turnaround
Outside Help to Request	SCEIS/Department of Administration

## Objective Details 1.1.1

Level Requires Inform General Assembly	If processing time for disbursements exceeds two-week turnaround
3 General Assembly Options	Allocate resources for additional accounts payable staff and eliminate redundant reporting mandates

### REVIEWS/AUDITS

*Instructions :* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions :* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities using SCEIS	Processing disbursement requests	State entities
Department of Administration	Operating SCEIS	State agency

## Objective Details 1.2.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

**Instructions:** Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context	
# and description of Goal the Objective is helping accomplish:	Goal 1 - To verify the validity and legality of vendor payment requests by state agencies and process statewide payroll accurately and timely
Legal responsibilities satisfied by Goal:	S.C. Codes 8-11-33, 8-11-35 & 11-3-185 & Internal Revenue Codes 26 CFR 1.6041-6 & 26 CFR 31.6051-1
# and description of Strategy the Objective is under:	Strategy 1.2 - Process annual 1099s in a timely manner
Objective	
Objective # and Description:	Objective 1.2.1 - Issue 1099s by Jan. 31 annually
Legal responsibilities satisfied by Objective:	S.C. Code 11-3-185 & 26 CFR 1.6041-6 (Internal Revenue Code)
Public Benefit/Intended Outcome:	Compliance with Internal Revenue Service requirements
Agency Programs Associated with Objective	
Program Names:	Statewide Payroll/Accounts Payable
	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person	
Name:	Shane Rutherford
Number of Months Responsible:	38
Position:	Accountant/Fiscal Manager 1
Office Address:	1200 Senate St.; 354 Wade Hampton Office Building; Columbia, S.C. 29201
Department or Division:	Statewide Payroll/Accounts Payable
Department or Division Summary:	Processes state payroll and vendor payment and other disbursement requests from state agencies
Amount Budgeted and Spent To Accomplish Objective	
Total Budgeted for this fiscal year:	\$114,231
Total Actually Spent:	Agency will provide next year
PERFORMANCE MEASURES	

## Objective Details 1.2.1

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

### **How the Agency is Measuring its Performance**

Objective Number and Description	Objective 1.2.1 - Issue 1099s by Jan. 31 annually	
Performance Measure:	Issue all 1099s by 01/31 each year	
Type of Measure:	Efficiency	
Results	2013-14 Actual Results (as of 6/30/14):	100 percent
	2014-15 Target Results:	100 percent
	2014-15 Actual Results (as of 6/30/15):	100 percent
	2015-16 Minimum Acceptable Results:	100 percent
	2015-16 Target Results:	100 percent
Details	Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Federal
		Insert any further explanation, if needed
	What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom
	Why was this performance measure chosen?	The need to comply with Internal Revenue Service requirements
	If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A
	What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom
	What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Compliance with Internal Revenue Service requirements
	Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes
	If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A

### **POTENTIAL NEGATIVE IMPACT**

Instructions: Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	1099s are issued late or improperly
Level Requires Outside Help	If 1099s are issued late or improperly
Outside Help to Request	Department of Administration/SCEIS
Level Requires Inform General Assembly	If 1099s are issued late or improperly
3 General Assembly Options	Allocate resources for additional payroll staff and eliminate redundant reporting mandates

## Objective Details 1.2.1

### REVIEWS/AUDITS

*Instructions :* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions :* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities using SCEIS	Issuing 1099s	State entities
Department of Administration	Operating SCEIS	State agency

## Objective Details 1.3.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

**Instructions:** Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 1 - To verify the validity and legality of vendor payment requests by state agencies and process statewide payroll accurately and timely	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	S.C. Codes 8-11-33, 8-11-35 & 11-3-185 & Internal Revenue Codes 26 CFR 1.6041-6 & 26 CFR 31.6051-1	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 1.3 - Process semi-monthly payroll in a timely manner	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 1.3.1 - Process payroll on the 1st and 16th of each month	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	S.C. Codes 8-11-33 & 8-11-35	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Compliance with state statutory and regulatory requirements for approximately 45,000 state employees	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Statewide Payroll/Accounts Payable	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Shane Rutherford	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	38	
Position:	Accountant/Fiscal Manager 1	
Office Address:	1200 Senate St.; 354 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Statewide Payroll/Accounts Payable	
Department or Division Summary:	Processes state payroll and vendor payment and other disbursement requests from state agencies	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$285,540	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 1.3.1

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

### How the Agency is Measuring its Performance

Objective Number and Description		Objective 1.3.1 - Process payroll on the 1st and 16th of each month
Performance Measure:		Issue statewide semi-monthly payroll and remit all withholdings by next day
Type of Measure:		Efficiency
Results		
2013-14 Actual Results (as of 6/30/14):		100 percent
2014-15 Target Results:		100 percent
2014-15 Actual Results (as of 6/30/15):		100 percent
2015-16 Minimum Acceptable Results:		100 percent
2015-16 Target Results:		100 percent
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	State	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	The need to comply with state statutory and regulatory requirements for approximately 45,000 state employees	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Compliance with state statutory and regulatory requirements for approximately 45,000 state employees	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### POTENTIAL NEGATIVE IMPACT

Instructions: Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Employees are paid late or improperly
Level Requires Outside Help	If employees are paid late or improperly
Outside Help to Request	Department of Administration/SCEIS
Level Requires Inform General Assembly	If employees are paid late or improperly

## Objective Details 1.3.1

3 General Assembly Options	Allocate resources for additional payroll staff and eliminate redundant reporting mandates
----------------------------	--

### REVIEWS/AUDITS

*Instructions:* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions:* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities using SCEIS	Issuing payroll and remitting withholdings	State entities
Department of Administration	Operating SCEIS	State agency

## Objective Details 1.3.2

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context	
# and description of Goal the Objective is helping accomplish:	Goal 1 - To verify the validity and legality of vendor payment requests by state agencies and process statewide payroll accurately and timely
Legal responsibilities satisfied by Goal:	S.C. Codes 8-11-33, 8-11-35 & 11-3-185 & Internal Revenue Codes 26 CFR 1.6041-6 & 26 CFR 31.6051-1
# and description of Strategy the Objective is under:	Strategy 1.3 - Process semi-monthly payroll in a timely manner
Objective	
Objective # and Description:	Objective 1.3.2 - Process approx. 32,000 special voluntary deductions for state employees each payroll, including premiums for insurance products not offered by state government, elective credit union deposits, withholdings for voluntary defined contribution retirement plans, tax liens, and court-ordered wage garnishments
Legal responsibilities satisfied by Objective:	S.C. Code 8-11-35
Public Benefit/Intended Outcome:	Assist state employees and vendors by processing these employee-requested or court-mandated transactions
Agency Programs Associated with Objective	
Program Names:	Statewide Payroll/Accounts Payable
Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column	
Responsible Person	
Name:	Shane Rutherford
Number of Months Responsible:	38
Position:	Accountant/Fiscal Manager 1
Office Address:	1200 Senate St.; 354 Wade Hampton Office Building; Columbia, S.C. 29201
Department or Division:	Statewide Payroll/Accounts Payable
Department or Division Summary:	Processes state payroll and vendor payment and other disbursement requests from state agencies
Amount Budgeted and Spent To Accomplish Objective	
Total Budgeted for this fiscal year:	\$171,347
Total Actually Spent:	Agency will provide next year

PERFORMANCE MEASURES

## Objective Details 1.3.2

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

### **How the Agency is Measuring its Performance**

Objective Number and Description		Objective 1.3.2 - Process approx. 32,000 special voluntary deductions for state employees each payroll, including premiums for insurance products not offered by state government, elective credit union deposits, withholdings for voluntary defined contribution retirement plans, tax liens, and court-ordered wage garnishments
Performance Measure:		Remit to vendors the voluntary deductions made by state employees by next day
Type of Measure:		Efficiency
<b>Results</b>		
2013-14 Actual Results (as of 6/30/14):	100 percent	
2014-15 Target Results:	100 percent	
2014-15 Actual Results (as of 6/30/15):	100 percent	
2015-16 Minimum Acceptable Results:	100 percent	
2015-16 Target Results:	100 percent	
<b>Details</b>		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	State	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	The need to assist state employees and vendors by processing these employee-requested or court-mandated transactions	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	The need to assist state employees and vendors by processing these employee-requested or court-mandated transactions	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### **POTENTIAL NEGATIVE IMPACT**

Instructions: Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

## Objective Details 1.3.2

Most Potential Negative Impact	These employee-requested or court-ordered payroll deductions are not made or are made late or improperly
Level Requires Outside Help	If these employee-requested or court-ordered payroll deductions are not made or are made late or improperly
Outside Help to Request	Department of Administration/SCEIS
Level Requires Inform General Assembly	If these employee-requested or court-ordered payroll deductions are not made or are made late or improperly
3 General Assembly Options	Allocate resources for additional payroll staff and eliminate redundant reporting mandates

### REVIEWS/AUDITS

*Instructions :* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions :* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities using SCEIS	Processing employee-requested or court-ordered payroll deductions	State entities
Department of Administration	Operating SCEIS	State agency

## Objective Details 1.4.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context	
# and description of Goal the Objective is helping accomplish:	Goal 1 - To verify the validity and legality of vendor payment requests by state agencies and process statewide payroll accurately and timely
Legal responsibilities satisfied by Goal:	S.C. Codes 8-11-33, 8-11-35 & 11-3-185 & Internal Revenue Codes 26 CFR 1.6041-6 & 26 CFR 31.6051-1
# and description of Strategy the Objective is under:	Stragegy 1.4 - Issue annual W-2s in a timely manner
Objective	
Objective # and Description:	Objective 1.4.1 - Issue W-2s by Jan. 31 annually
Legal responsibilities satisfied by Objective:	S.C. Codes 8-11-33 & 8-11-35 & 26 CFR 31.6051-1 (Internal Revenue Code)
Public Benefit/Intended Outcome:	Compliance with Internal Revenue Service requirements
Agency Programs Associated with Objective	
Program Names:	Statewide Payroll/Accounts Payable
	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person	
Name:	Shane Rutherford
Number of Months Responsible:	38
Position:	Accountant/Fiscal Manager 1
Office Address:	1200 Senate St.; 354 Wade Hampton Office Building; Columbia, S.C. 29201
Department or Division:	Statewide Payroll/Accounts Payable
Department or Division Summary:	Processes state payroll and vendor payment and other disbursement requests from state agencies
Amount Budgeted and Spent To Accomplish Objective	
Total Budgeted for this fiscal year:	\$228,463
Total Actually Spent:	Agency will provide next year
PERFORMANCE MEASURES	

## Objective Details 1.4.1

Instructions : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 1.4.1 - Issue W-2s by Jan. 31 annually
	Performance Measure:	Issue all W-2s by 01/31 each year
	Type of Measure:	Efficiency
Results	2013-14 Actual Results (as of 6/30/14):	100 percent
	2014-15 Target Results:	100 percent
	2014-15 Actual Results (as of 6/30/15):	100 percent
	2015-16 Minimum Acceptable Results:	100 percent
	2015-16 Target Results:	100 percent
Details	Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Federal
		Insert any further explanation, if needed
	What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom
	Why was this performance measure chosen?	The need to comply with Internal Revenue Service requirements
	If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A
	What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom
	What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Compliance with Internal Revenue Service requirements
	Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes
	If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A

### POTENTIAL NEGATIVE IMPACT

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	W-2s are issued late or improperly
Level Requires Outside Help	If W-2s are issued late or improperly
Outside Help to Request	Department of Administration/SCEIS
Level Requires Inform General Assembly	If W-2s are issued late or improperly
3 General Assembly Options	Allocate resources for additional payroll staff and eliminate redundant reporting mandates

## Objective Details 1.4.1

### REVIEWS/AUDITS

*Instructions:* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions:* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities using SCEIS	Issuing W-2s	State entities
Department of Administration	Operating SCEIS	State agency

## Objective Details 1.5.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

**Instructions:** Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 1 - To verify the validity and legality of vendor payment requests by state agencies and process statewide payroll accurately and timely	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	S.C. Codes 8-11-33, 8-11-35 & 11-3-185 & Internal Revenue Codes 26 CFR 1.6041-6 & 26 CFR 31.6051-1	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 1.5 - Assist agencies by responding to tickets we receive from the SCEIS Help Desk relating to agencies' questions about vendor payments and payroll processing	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 1.5.1 - Clear SCEIS Help Desk tickets within five (5) business days	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	S.C. Code 8-11-35 & 11-3-185	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Accurate and efficient use of SCEIS by agencies	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Statewide Payroll/Accounts Payable	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Ronnie Head	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	11	
Position:	Senior Assistant Comptroller General (Statewide Payroll/Accounts Payable)	
Office Address:	1200 Senate St.; 352 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Statewide Payroll/Accounts Payable	
Department or Division Summary:	Processes state payroll and vendor payment and other disbursement requests from state agencies	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$57,116	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 1.5.1

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 1.5.1 - Clear SCEIS Help Desk tickets within five (5) business days
	Performance Measure:	Annual average number of days to resolve SCEIS Help Desk tickets initiated by agencies
	Type of Measure:	Efficiency
Results	2013-14 Actual Results (as of 6/30/14):	1.5 Days
	2014-15 Target Results:	5 Days
	2014-15 Actual Results (as of 6/30/15):	2.8 Days
	2015-16 Minimum Acceptable Results:	5 Days
	2015-16 Target Results:	5 Days
Details	Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected
		Insert any further explanation, if needed
	What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom
	Why was this performance measure chosen?	To help facilitate accurate and efficient use of SCEIS by agencies
	If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A
	What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom
	What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Facilitating accurate and efficient use of SCEIS by agencies by clearing SCEIS Help Desk tickets in a timely manner
	Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes
	If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A

### **POTENTIAL NEGATIVE IMPACT**

Instructions: Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	SCEIS Help Desk tickets are not cleared or are cleared late or improperly
Level Requires Outside Help	If SCEIS Help Desk tickets are not cleared or are cleared later than five (5) business days or improperly
Outside Help to Request	Department of Administration/SCEIS
Level Requires Inform General Assembly	If SCEIS Help Desk tickets are not cleared or are cleared later than five (5) business days or improperly

## Objective Details 1.5.1

3 General Assembly Options	Allocate resources for additional payroll/accounts payable/accounting staff and eliminate redundant reporting mandates
----------------------------	--

### REVIEWS/AUDITS

*Instructions:* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions:* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities using SCEIS	Clearing SCEIS Help Desk tickets	State entities
Department of Administration	Operating SCEIS	State agency

## Objective Details 2.1.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

**Instructions:** Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 2 - To produce the State's Comprehensive Annual Financial Report (CAFR) on a timely basis	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	S.C. Code 11-11-40 & Recurring Provisos (97.2 & 117.58 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 2.1 - Produce the CAFR in accordance with generally accepted accounting principles and all Governmental Accounting Standards Board requirements	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 2.1.1 - Publicly release the CAFR by Dec. 31 each year	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	S.C. Code 11-11-40 & Recurring Provisos (97.2 & 117.58 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Provision of timely, accurate state financial information to the General Assembly, bond rating agencies, investors in state bonds, citizens and other stakeholders	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Statewide Financial Reporting	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	David Starkey	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	32	
Position:	Senior Assistant Comptroller General (Statewide Financial Reporting)	
Office Address:	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Statewide Financial Reporting	
Department or Division Summary:	Produces the State's Comprehensive Annual Financial Report (CAFR)	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$362,170	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 2.1.1

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 2.1.1 - Publicly release the CAFR by Dec. 31 each year
	Performance Measure:	CAFR completion/release date
	Type of Measure:	Efficiency
Results	2013-14 Actual Results (as of 6/30/14):	Achieved (CAFR released Dec. 22)
	2014-15 Target Results:	Publicly release CAFR by Dec. 31
	2014-15 Actual Results (as of 6/30/15):	Achieved (CAFR released Nov. 25)
	2015-16 Minimum Acceptable Results:	Publicly release CAFR by Dec. 31
	2015-16 Target Results:	Publicly release CAFR by Dec. 31
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	To provide timely, accurate state financial information to the General Assembly, bond rating agencies, investors in state bonds, citizens and other stakeholders	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Providing timely, accurate state financial information to the General Assembly, bond rating agencies, investors in state bonds, citizens and other stakeholders	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### **POTENTIAL NEGATIVE IMPACT**

Instructions: Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Financial information is not provided timely to the state's bond rating agencies, potentially affecting its rating
Level Requires Outside Help	If financial information is not provided timely to the state's bond rating agencies, potentially affecting its rating

## Objective Details 2.1.1

Outside Help to Request	Department of Administration/SCEIS
Level Requires Inform General Assembly	If the quality or timeliness of the agency's financial reports generate inquiry from the state's bond rating agencies
3 General Assembly Options	Allocate resources for additional financial reporting staff and eliminate redundant reporting mandates

### REVIEWS/AUDITS

*Instructions :* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions :* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities	Producing the CAFR	State entities
Department of Administration	Operating SCEIS	State agency

## Objective Details 2.1.2

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

**Instructions:** Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context	
# and description of Goal the Objective is helping accomplish:	Goal 2 - To produce the State's Comprehensive Annual Financial Report (CAFR) on a timely basis
Legal responsibilities satisfied by Goal:	S.C. Code 11-11-40 & Recurring Provisos (97.2 & 117.58 in the Fiscal 2015-16 Appropriations Act)
# and description of Strategy the Objective is under:	Strategy 2.1 - Produce the CAFR in accordance with generally accepted accounting principles and all Governmental Accounting Standards Board requirements
Objective	
Objective # and Description:	Objective 2.1.2 - Qualify for the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association
Legal responsibilities satisfied by Objective:	S.C. Code 11-11-40 & Recurring Provisos (97.2 & 117.58 in the Fiscal 2015-16 Appropriations Act)
Public Benefit/Intended Outcome:	Recognition of the State's CAFR as an exemplary financial report
Agency Programs Associated with Objective	
Program Names:	Statewide Financial Reporting
Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column	
Responsible Person	
Name:	David Starkey
Number of Months Responsible:	32
Position:	Senior Assistant Comptroller General (Statewide Financial Reporting)
Office Address:	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201
Department or Division:	Statewide Financial Reporting
Department or Division Summary:	Produces the State's Comprehensive Annual Financial Report (CAFR)
Amount Budgeted and Spent To Accomplish Objective	
Total Budgeted for this fiscal year:	\$102,615
Total Actually Spent:	Agency will provide next year
PERFORMANCE MEASURES	

## Objective Details 2.1.2

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 2.1.2 - Qualify for the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association
	Performance Measure:	CAFR awarded Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association
	Type of Measure:	Outcome
Results		
	2013-14 Actual Results (as of 6/30/14):	Achieved
	2014-15 Target Results:	CAFR awarded Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association
	2014-15 Actual Results (as of 6/30/15):	Achieved
	2015-16 Minimum Acceptable Results:	CAFR awarded Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association
	2015-16 Target Results:	CAFR awarded Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	To have the State's CAFR recognized by the association as an exemplary financial report	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Having the State's CAFR recognized by the association as an exemplary financial report	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### POTENTIAL NEGATIVE IMPACT

## Objective Details 2.1.2

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	The State's CAFR is not awarded a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association
Level Requires Outside Help	If the State's CAFR is not awarded a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association
Outside Help to Request	National Association of State Auditors, Comptrollers and Treasurers
Level Requires Inform General Assembly	
3 General Assembly Options	

### REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities	Producing the CAFR	State entities
Department of Administration	Operating SCEIS	State agency

## Objective Details 2.2.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 2 - To produce the State's Comprehensive Annual Financial Report (CAFR) on a timely basis	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	S.C. Code 11-11-40 & Recurring Provisos (97.2 & 117.58 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 2.2 - Acquire CAFR compilation software or develop internal solution	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 2.2.1 - Accelerate the financial reporting and CAFR completion processes, saving additional personnel costs in the process	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	S.C. Code 11-11-40 & Recurring Provisos (97.2 & 117.58 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Extraction of financial information in a more efficient and timely process	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Statewide Financial Reporting	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	David Starkey	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	32	
Position:	Senior Assistant Comptroller General (Statewide Financial Reporting)	
Office Address:	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Statewide Financial Reporting	
Department or Division Summary:	Produces the State's Comprehensive Annual Financial Report (CAFR)	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$138,831	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 2.2.1

*Instructions:* Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 2.2.1 - Accelerate the financial reporting and CAFR completion processes, saving additional personnel costs in the process
	Performance Measure:	CAFR issuance date earlier than previous year
	Type of Measure:	Efficiency
Results		
	2013-14 Actual Results (as of 6/30/14):	Achieved (2013-14 CAFR issued 54 days earlier than 2012-13 CAFR)
	2014-15 Target Results:	CAFR issuance date earlier than previous year
	2014-15 Actual Results (as of 6/30/15):	Achieved (2014-15 CAFR issued 27 days earlier than 2013-14 CAFR)
	2015-16 Minimum Acceptable Results:	CAFR issuance date earlier than previous year
	2015-16 Target Results:	CAFR issuance date earlier than previous year
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	To facilitate extraction and provision of financial information in a more efficient and timely process	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Facilitating extraction and provision of financial information in a more efficient and timely process	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### POTENTIAL NEGATIVE IMPACT

*Instructions:* Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Financial information is not provided timely to the state's bond rating agencies, potentially affecting its rating
Level Requires Outside Help	If financial information is not provided timely to the state's bond rating agencies, potentially affecting its rating
Outside Help to Request	Department of Administration/SCEIS

## Objective Details 2.2.1

Level Requires Inform General Assembly	If the quality or timeliness of the agency's financial reports generate inquiry from the state's bond rating agencies
3 General Assembly Options	Allocate resources for additional financial reporting staff and eliminate redundant reporting mandates

### REVIEWS/AUDITS

*Instructions :* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions :* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities	Producing the CAFR	State entities
Department of Administration	Operating SCEIS	State agency

## Objective Details 3.1.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

**Instructions:** Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 3 - To provide centralized accounting of the State's financial activities in accordance with the program structure mandated by the S.C. General Assembly	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 3.1 - Provide timely accounting support to other state agencies as requested or upon finding any incorrectly entered daily accounting transactions	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 3.1.1 - Produce and maintain an up-to-date online manual of SCEIS accounting practices and procedures	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Greater efficiency in operating the state accounting system	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Statewide Accounting Services	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Anjali Griffin	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	78	
Position:	Senior Assistant Comptroller General (Statewide Accounting Services)	
Office Address:	1200 Senate St.; 321 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Statewide Accounting Services	
Department or Division Summary:	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$136,782	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 3.1.1

*Instructions:* Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 3.1.1 - Produce and maintain an up-to-date online manual of SCEIS accounting practices and procedures
	Performance Measure:	CGO's Statewide Accounting Policies and Procedures manual is reviewed and updated quarterly and posted on CGO website
	Type of Measure:	Efficiency
Results		
	2013-14 Actual Results (as of 6/30/14):	Achieved
	2014-15 Target Results:	CGO's Statewide Accounting Policies and Procedures manual is reviewed and updated quarterly and posted on CGO website
	2014-15 Actual Results (as of 6/30/15):	Achieved
	2015-16 Minimum Acceptable Results:	CGO's Statewide Accounting Policies and Procedures manual is reviewed and updated quarterly and posted on CGO website
	2015-16 Target Results:	CGO's Statewide Accounting Policies and Procedures manual is reviewed and updated quarterly and posted on CGO website
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	To facilitate greater efficiency in operating the state accounting system	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Facilitating greater efficiency in operating the state accounting system	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### **POTENTIAL NEGATIVE IMPACT**

*Instructions:* Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

## Objective Details 3.1.1

Most Potential Negative Impact	Updates to CGO's Statewide Accounting Policies and Procedure manual are not made, potentially leading to incorrect accounting transactions
Level Requires Outside Help	If CGO's Statewide Accounting Policies and Procedures manual is not reviewed and updated quarterly and posted on CGO website
Outside Help to Request	National Association of State Auditors, Comptrollers and Treasurers
Level Requires Inform General Assembly	If CGO's Statewide Accounting Policies and Procedures manual is not reviewed and updated quarterly and posted on CGO website
3 General Assembly Options	Allocate resources for additional accounting staff and eliminate redundant reporting mandates

### REVIEWS/AUDITS

*Instructions :* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions :* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities using SCEIS	Operating SCEIS	State entities
Department of Administration	Operating SCEIS	State agency

## Objective Details 3.1.2

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

**Instructions:** Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 3 - To provide centralized accounting of the State's financial activities in accordance with the program structure mandated by the S.C. General Assembly	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 3.1 - Provide timely accounting support to other state agencies as requested or upon finding any incorrectly entered daily accounting transactions	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 3.1.2 - Provide online Closing Packages with instructions for use by other agencies' accounting personnel at year end	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Greater efficiency in operating the state accounting system	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Statewide Accounting Services	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Anjali Griffin	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	78	
Position:	Senior Assistant Comptroller General (Statewide Accounting Services)	
Office Address:	1200 Senate St.; 321 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Statewide Accounting Services	
Department or Division Summary:	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$109,425	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	

## PERFORMANCE MEASURES

## Objective Details 3.1.2

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 3.1.2 - Provide online Closing Packages with instructions for use by other agencies' accounting personnel at year end
	Performance Measure:	Closing Package templates and year-end GAAP reporting guidance/instructions for agencies are updated annually and posted on CGO website
	Type of Measure:	Efficiency
Results		
	2013-14 Actual Results (as of 6/30/14):	Achieved
	2014-15 Target Results:	Closing Package templates and year-end GAAP reporting guidance/instructions for agencies are updated for the new fiscal year and posted on CGO website
	2014-15 Actual Results (as of 6/30/15):	Achieved
	2015-16 Minimum Acceptable Results:	Closing Package templates and year-end GAAP reporting guidance/instructions for agencies are updated for the new fiscal year and posted on CGO website
	2015-16 Target Results:	Closing Package templates and year-end GAAP reporting guidance/instructions for agencies are updated for the new fiscal year and posted on CGO website
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	To facilitate greater efficiency in operating the state accounting system	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Facilitating greater efficiency in operating the state accounting system	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### POTENTIAL NEGATIVE IMPACT

## Objective Details 3.1.2

*Instructions:* Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Closing Package templates and year-end GAAP reporting guidance/instructions for agencies are not updated for the new fiscal year, potentially leading to incorrect accounting transactions
Level Requires Outside Help	If closing Package templates and year-end GAAP reporting guidance/instructions for agencies are not updated for the new fiscal year
Outside Help to Request	National Association of State Auditors, Comptrollers and Treasurers
Level Requires Inform General Assembly	If closing Package templates and year-end GAAP reporting guidance/instructions for agencies are not updated for the new fiscal year
3 General Assembly Options	Allocate resources for additional accounting staff and eliminate redundant reporting mandates

### REVIEWS/AUDITS

*Instructions:* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions:* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities using SCEIS	Operating SCEIS	State entities
Department of Administration	Operating SCEIS	State agency

## Objective Details 3.1.3

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

**Instructions:** Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context	
# and description of Goal the Objective is helping accomplish:	Goal 3 - To provide centralized accounting of the State's financial activities in accordance with the program structure mandated by the S.C. General Assembly
Legal responsibilities satisfied by Goal:	S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185
# and description of Strategy the Objective is under:	Strategy 3.1 - Provide timely accounting support to other state agencies as requested or upon finding any incorrectly entered daily accounting transactions
Objective	
Objective # and Description:	Objective 3.1.3 - Ensure agreement of transactions posted in SCEIS and in STARS
Legal responsibilities satisfied by Objective:	S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185
Public Benefit/Intended Outcome:	Accurate, consistent data in both the State's current and legacy accounting programs
Agency Programs Associated with Objective	
Program Names:	Statewide Accounting Services
Responsible Person	
Name:	Anjali Griffin
Number of Months Responsible:	78
Position:	Senior Assistant Comptroller General (Statewide Accounting Services)
Office Address:	1200 Senate St.; 321 Wade Hampton Office Building; Columbia, S.C. 29201
Department or Division:	Statewide Accounting Services
Department or Division Summary:	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees
Amount Budgeted and Spent To Accomplish Objective	
Total Budgeted for this fiscal year:	\$82,069
Total Actually Spent:	Agency will provide next year
PERFORMANCE MEASURES	

## Objective Details 3.1.3

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 3.1.3 - Ensure agreement of transactions posted in SCEIS and in STARS
	Performance Measure:	Monthly reconciliations of SCEIS and STARS performed until STARS is finally retired (Note: It is imperative to retire STARS ASAP – see Objective 5.3.1)
	Type of Measure:	Outcome
Results	2013-14 Actual Results (as of 6/30/14):	Achieved
	2014-15 Target Results:	Monthly reconciliations of SCEIS and STARS performed until STARS is finally retired (Note: It is imperative to retire STARS ASAP – see Objective 5.3.1)
	2014-15 Actual Results (as of 6/30/15):	Achieved
	2015-16 Minimum Acceptable Results:	Monthly reconciliations of SCEIS and STARS performed until STARS is finally retired (Note: It is imperative to retire STARS ASAP – see Objective 5.3.1)
	2015-16 Target Results:	Monthly reconciliations of SCEIS and STARS performed until STARS is finally retired (Note: It is imperative to retire STARS ASAP – see Objective 5.3.1)
Details	Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected
		Insert any further explanation, if needed
	What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom
	Why was this performance measure chosen?	To ensure accurate, consistent data in both the State's current and legacy accounting programs
	If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A
	What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom
	What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Ensuring accurate, consistent data in both the State's current and legacy accounting programs
	Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes
	If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A

### POTENTIAL NEGATIVE IMPACT

## Objective Details 3.1.3

*Instructions :* Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Data in the State's current and legacy accounting programs are not consistent
Level Requires Outside Help	If data in the State's current and legacy accounting programs are not consistent
Outside Help to Request	Department of Administration/SCEIS
Level Requires Inform General Assembly	If data in the State's current and legacy accounting programs are not consistent
3 General Assembly Options	Mandate STARS retirement date; allocate resources for additional accounting staff; and eliminate redundant reporting mandates

### REVIEWS/AUDITS

*Instructions :* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions :* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
Department of Administration	Operating SCEIS	State agency

## Objective Details 3.1.4

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 3 - To provide centralized accounting of the State's financial activities in accordance with the program structure mandated by the S.C. General Assembly	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 3.1 - Provide timely accounting support to other state agencies as requested or upon finding any incorrectly entered daily accounting transactions	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 3.1.4 - Assemble multi-agency working group monthly to analyze the State's fiscal month and fiscal year-to-date revenue collections to determine accuracy and completeness	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	S.C. Code 11-55-10	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Provides BEA greater confidence in monthly revenues being recorded by state agencies and used to forecast revenues for the legislative budget process	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Administration	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Richard Eckstrom	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	86	
Position:	Comptroller General (Agency Head)	
Office Address:	1200 Senate St.; 304 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Administration	
Department or Division Summary:	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$82,069	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 3.1.4

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 3.1.4 - Assemble multi-agency working group monthly to analyze the State's fiscal month and fiscal year-to-date revenue collections to determine accuracy and completeness
	Performance Measure:	Multi-agency Working Group meets with CGO executive management each month to analyze monthly and YTD General Fund revenues recorded by agencies
	Type of Measure:	Outcome
Results	2013-14 Actual Results (as of 6/30/14):	Achieved
	2014-15 Target Results:	Multi-agency Working Group meets with CGO executive management each month to analyze monthly and YTD General Fund revenues recorded by agencies
	2014-15 Actual Results (as of 6/30/15):	Achieved
	2015-16 Minimum Acceptable Results:	Multi-agency Working Group meets with CGO executive management each month to analyze monthly and YTD General Fund revenues recorded by agencies
	2015-16 Target Results:	Multi-agency Working Group meets with CGO executive management each month to analyze monthly and YTD General Fund revenues recorded by agencies
Details	Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected
	What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom
	Why was this performance measure chosen?	To provide the BEA with greater confidence in monthly revenues being recorded by state agencies and used to forecast revenues for the legislative budget process
	If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A
	What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom
	What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Providing the BEA with greater confidence in monthly revenues being recorded by state agencies and used to forecast revenues for the legislative budget process
	Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes
	If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A

## Objective Details 3.1.4

### POTENTIAL NEGATIVE IMPACT

*Instructions :* Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	BEA revenue forecasts are less precise
Level Requires Outside Help	If the multi-agency working group disbands or becomes inactive
Outside Help to Request	Department of Administration
Level Requires Inform General Assembly	If the multi-agency working group disbands or becomes inactive
3 General Assembly Options	Eliminate redundant reporting mandates

### REVIEWS/AUDITS

*Instructions :* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions :* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities that are part of the multi-agency working group	Participating in the multi-agency working group	State entities

## Objective Details 3.2.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context	
# and description of Goal the Objective is helping accomplish:	Goal 3 - To provide centralized accounting of the State's financial activities in accordance with the program structure mandated by the S.C. General Assembly
Legal responsibilities satisfied by Goal:	S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185
# and description of Strategy the Objective is under:	Strategy 3.2 - Improve competency of accounting personnel throughout state government by offering relevant and low-cost training
Objective	
Objective # and Description:	Objective 3.2.1 - Coordinate providing low-cost "Continuing Professional Education" (CPE) training among <u>CPAs</u> in CG's Office, State Auditor's Office, and State Treasurer's Office (Note: LLR requires every CPA to complete 40 hrs. of CPE annually as a condition of retaining professional certification. This training initiative helps state government CPAs meet that costly requirement.)
Legal responsibilities satisfied by Objective:	S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185
Public Benefit/Intended Outcome:	Provides a better trained workforce
Agency Programs Associated with Objective	
Program Names:	Statewide Accounting Services
Responsible Person	
Name:	Anjali Griffin
Number of Months Responsible:	78
Position:	Senior Assistant Comptroller General (Statewide Accounting Services)
Office Address:	1200 Senate St.; 321 Wade Hampton Office Building; Columbia, S.C. 29201
Department or Division:	Statewide Accounting Services
Department or Division Summary:	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees
Amount Budgeted and Spent To Accomplish Objective	
Total Budgeted for this fiscal year:	\$54,713
Total Actually Spent:	Agency will provide next year

## Objective Details 3.2.1

### PERFORMANCE MEASURES

*Instructions* : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

#### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

### How the Agency is Measuring its Performance

Objective Number and Description		Objective 3.2.1 - Coordinate providing low-cost "Continuing Professional Education" (CPE) training among CPAs in CG's Office, State Auditor's Office, and State Treasurer's Office (Note: LLR requires every CPA to complete 40 hrs. of CPE annually as a condition of retaining professional certification. This training initiative helps state government CPAs meet that costly requirement.)
Performance Measure:		Coordinated annual CPE training session hours offered to CPA's in own and other agencies (SAO, STO, PEBA, DOR); each yr. offer no fewer training hours/CPA than prior year
Type of Measure:		Outcome
Results		
2013-14 Actual Results (as of 6/30/14):		4 hours of CPE for 16 CPAs
2014-15 Target Results:		Offer at least 4 hours of CPE
2014-15 Actual Results (as of 6/30/15):		4 hours of CPE for 35 CPAs
2015-16 Minimum Acceptable Results:		Offer at least 4 hours of CPE
2015-16 Target Results:		Offer at least 4 hours of CPE
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)		Only agency selected
What are the names and titles of the individuals who chose this as a performance measure?		Comptroller General Richard Eckstrom
Why was this performance measure chosen?		To create a better trained workforce
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?		N/A
What are the names and titles of the individuals who chose the target value for 2015-16?		Comptroller General Richard Eckstrom
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?		Creating a better trained workforce
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?		Yes
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?		N/A

### POTENTIAL NEGATIVE IMPACT

## Objective Details 3.2.1

*Instructions :* Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Mandatory CPE training for state workers becomes more costly and fragmented
Level Requires Outside Help	If mandatory CPE training for state workers becomes more costly and fragmented
Outside Help to Request	Department of Administration
Level Requires Inform General Assembly	If mandatory CPE training for state workers becomes more costly and fragmented
3 General Assembly Options	Allocate resources for additional accounting staff and eliminate redundant reporting mandates

### REVIEWS/AUDITS

*Instructions :* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions :* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State Auditor's Office, State Treasurer's Office, Public Employee Benefit Authority, State Department of Revenue	Providing CPE training to state employees who are CPAs	State entities

## Objective Details 3.3.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context	
# and description of Goal the Objective is helping accomplish:	Goal 3 - To provide centralized accounting of the State's financial activities in accordance with the program structure mandated by the S.C. General Assembly
Legal responsibilities satisfied by Goal:	S.C. Codes 11-3-50, 11-3-130, 11-3-140, 11-3-175 & 11-3-185
# and description of Strategy the Objective is under:	Strategy 3.3 - Administer state government's Unemployment Compensation Fund for State employees
Objective	
Objective # and Description:	Objective 3.3.1 - Determine appropriate annual premiums to bill and collect from state agencies, and account for claims paid by third-party administrator
Legal responsibilities satisfied by Objective:	S.C. Code 41-31-820 & Recurring Proviso (97.4 in the Fiscal 2015-16 Appropriations Act)
Public Benefit/Intended Outcome:	Protects state employees in event of lost employment
Agency Programs Associated with Objective	
Program Names:	Statewide Accounting Services
Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column	
Responsible Person	
Name:	Anjali Griffin
Number of Months Responsible:	78
Position:	Senior Assistant Comptroller General (Statewide Accounting Services)
Office Address:	1200 Senate St.; 321 Wade Hampton Office Building; Columbia, S.C. 29201
Department or Division:	Statewide Accounting Services
Department or Division Summary:	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees
Amount Budgeted and Spent To Accomplish Objective	
Total Budgeted for this fiscal year:	\$82,069
Total Actually Spent:	Agency will provide next year
PERFORMANCE MEASURES	

## Objective Details 3.3.1

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 3.3.1 - Determine appropriate annual premiums to bill and collect from state agencies, and account for claims paid by third-party administrator
	Performance Measure:	Activity monitored and managed throughout year to assure that adequate insurance fund balance is maintained
	Type of Measure:	Outcome
Results	2013-14 Actual Results (as of 6/30/14):	Achieved
	2014-15 Target Results:	Activity monitored and managed throughout year to assure that adequate insurance fund balance is maintained
	2014-15 Actual Results (as of 6/30/15):	Achieved
	2015-16 Minimum Acceptable Results:	Activity monitored and managed throughout year to assure that adequate insurance fund balance is maintained
	2015-16 Target Results:	Activity monitored and managed throughout year to assure that adequate insurance fund balance is maintained
Details	Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected
		Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	To ensure an adequate insurance fund balance is maintained in order to protect state employees in the event of lost employment	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Ensuring an adequate insurance fund balance is maintained in order to protect state employees in the event of lost employment	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	
POTENTIAL NEGATIVE IMPACT		

## Objective Details 3.3.1

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Unemployment Compensation Fund balance falls below acceptable level
Level Requires Outside Help	If Unemployment Compensation Fund balance falls below acceptable level
Outside Help to Request	General Assembly, Governor's Office
Level Requires Inform General Assembly	If Unemployment Compensation Fund balance falls below acceptable level
3 General Assembly Options	Allocate additional resources to fund

### REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities participating in the Unemployment Compensation Fund for state employees	Administering the fund	State entities

## Objective Details 4.1.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 4 - To serve citizens and state government by providing financial and other information that promotes openness and accountability in government and by supporting other worthwhile endeavors	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	S.C. Code 30-4-30 & Recurring Provisos (1.28, 117.26 & 97.5 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 4.1 - Meet or exceed all statutory requirements for information disclosure	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 4.1.1 - Respond to S.C. Freedom of Information Act (FOIA) requests within an average of 10 or fewer business days	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	S.C. Code 30-4-30	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Provision of timely public information produces customer satisfaction and increases trust in government	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Other Services	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Eric Ward	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	40	
Position:	Public Information Director	
Office Address:	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Other Services	
Department or Division Summary:	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$117,048	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 4.1.1

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

### How the Agency is Measuring its Performance

Objective Number and Description		
Objective 4.1.1 - Respond to S.C. Freedom of Information Act (FOIA) requests within an average of 10 or fewer business days		
Performance Measure:		
Annual average number of days to respond to FOIA requests		
Type of Measure:		
Efficiency		
Results		
2013-14 Actual Results (as of 6/30/14):	2 days	
2014-15 Target Results:	10 days	
2014-15 Actual Results (as of 6/30/15):	2.1 days	
2015-16 Minimum Acceptable Results:	10 days	
2015-16 Target Results:	10 days	
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	State	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	The provision of timely public information produces customer satisfaction and increases trust in government	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Providing timely public information to satisfy customers and increase trust in government	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### POTENTIAL NEGATIVE IMPACT

Instructions: Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Failure to provide public information in a timely manner, or at least within 15 business days as required by the S.C. Freedom of Information Act
Level Requires Outside Help	If public information is not provided in a timely manner, or at least within 15 business days as required by the S.C. Freedom of Information Act
Outside Help to Request	Department of Administration/SCEIS

## Objective Details 4.1.1

Level Requires Inform General Assembly	If public information is not provided in a timely manner, or at least within 15 business days as required by the S.C. Freedom of Information Act
3 General Assembly Options	Eliminate redundant reporting mandates

### REVIEWS/AUDITS

*Instructions :* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions :* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
Department of Administration/SCEIS	Providing public information	State entities
State entities	Providing public information	State entities

## Objective Details 4.2.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

**Instructions:** Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 4 - To serve citizens and state government by providing financial and other information that promotes openness and accountability in government and by supporting other worthwhile endeavors	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	S.C. Code 30-4-30 & Recurring Provisos (1.28, 117.26 & 97.5 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 4.2 - Provide citizens financial information in a convenient, understandable, and interesting manner	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 4.2.1 - Maintain statewide transparency website	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	Recurring Proviso (1.28 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Make more public information readily available online that is useful and user-friendly for the General Assembly, citizens, the media, and any other stakeholder	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Other Services	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Eric Ward	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	40	
Position:	Public Information Director	
Office Address:	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Other Services	
Department or Division Summary:	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$78,033	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 4.2.1

*Instructions:* Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 4.2.1 - Maintain statewide transparency website
	Performance Measure:	Statewide transparency website meets statutory requirements
	Type of Measure:	Output
Results		
	2013-14 Actual Results (as of 6/30/14):	Achieved
	2014-15 Target Results:	Statewide transparency website meets statutory requirements
	2014-15 Actual Results (as of 6/30/15):	Achieved
	2015-16 Minimum Acceptable Results:	Statewide transparency website meets statutory requirements
	2015-16 Target Results:	Statewide transparency website meets statutory requirements
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	State	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	Government spending information readily available online in a useful and user-friendly format serves a valuable purpose for the General Assembly, citizens, the media and other stakeholders	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Continuing to make government spending information readily available online in a useful and user-friendly format for use by the General Assembly, citizens, the media and other stakeholders	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### **POTENTIAL NEGATIVE IMPACT**

*Instructions:* Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	In noncompliance with statutory requirements, government spending information is not readily available online
Level Requires Outside Help	If statewide transparency website does not meet statutory requirements

## Objective Details 4.2.1

Outside Help to Request	Department of Administration/SCEIS
Level Requires Inform General Assembly	If statewide transparency website does not meet statutory requirements
3 General Assembly Options	Allocate additional resources for transparency website improvements and eliminate redundant reporting mandates

### REVIEWS/AUDITS

*Instructions* : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions* : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
Department of Administration/SCEIS	Maintaining statewide transparency website	State entities
State entities	Maintaining statewide transparency website	State entities
South Carolina school districts	Maintaining statewide transparency website	Local government entities
South Carolina counties, cities and towns	Maintaining statewide transparency website	Local government entities

## Objective Details 4.2.2(A)

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 4 - To serve citizens and state government by providing financial and other information that promotes openness and accountability in government and by supporting other worthwhile endeavors	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	S.C. Code 30-4-30 & Recurring Provisos (1.28, 117.26 & 97.5 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 4.2 - Provide citizens financial information in a convenient, understandable, and interesting manner	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 4.2.2 - Increase use of website (increase site visits) by improving format and expanding content, and by soliciting the media to inform the public on the website's existence	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	Recurring Proviso (1.28 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Make more public information readily available online that is useful and user-friendly for the General Assembly, citizens, the media, and any other stakeholder	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Other Services	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Eric Ward	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	40	
Position:	Public Information Director	
Office Address:	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Other Services	
Department or Division Summary:	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$39,016	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	

## Objective Details 4.2.2(A)

### PERFORMANCE MEASURES

*Instructions* : Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

#### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

#### How the Agency is Measuring its Performance

Objective Number and Description		Objective 4.2.2 - Increase use of website (increase site visits) by improving format and expanding content, and by soliciting the media to inform the public on the website's existence
Performance Measure:		Statewide transparency website content expands each year
Type of Measure:		Output
<b>Results</b>		
2013-14 Actual Results (as of 6/30/14):	Achieved	
2014-15 Target Results:	Statewide transparency website content expands from prior year	
2014-15 Actual Results (as of 6/30/15):	Achieved	
2015-16 Minimum Acceptable Results:	Statewide transparency website content expands from prior year	
2015-16 Target Results:	Statewide transparency website content expands from prior year	
<b>Details</b>		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	To make more public information readily available online that is useful and user-friendly for the General Assembly, citizens, the media, and any other stakeholder	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Making more public information readily available online that is useful and user-friendly for the General Assembly, citizens, the media, and any other stakeholder	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

#### POTENTIAL NEGATIVE IMPACT

## Objective Details 4.2.2(A)

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Statewide transparency website content does not expand each year
Level Requires Outside Help	If statewide transparency website content does not expand each year
Outside Help to Request	Department of Administration/SCEIS
Level Requires Inform General Assembly	If statewide transparency website content does not expand each year
3 General Assembly Options	Allocate additional resources for transparency website improvements and eliminate redundant reporting mandates

### REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
Department of Administration/SCEIS	Maintaining statewide transparency website	State entities
State entities	Maintaining statewide transparency website	State entities
South Carolina school districts	Maintaining statewide transparency website	Local government entities
South Carolina counties, cities and towns	Maintaining statewide transparency website	Local government entities

## Objective Details 4.2.2(B)

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 4 - To serve citizens and state government by providing financial and other information that promotes openness and accountability in government and by supporting other worthwhile endeavors	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	S.C. Code 30-4-30 & Recurring Provisos (1.28, 117.26 & 97.5 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 4.2 - Provide citizens financial information in a convenient, understandable, and interesting manner	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 4.2.2 - Increase use of website (increase site visits) by improving format and expanding content, and by soliciting the media to inform the public on the website's existence	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	Recurring Proviso (1.28 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Make more public information readily available online that is useful and user-friendly for the General Assembly, citizens, the media, and any other stakeholder	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Other Services	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Eric Ward	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	40	
Position:	Public Information Director	
Office Address:	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Other Services	
Department or Division Summary:	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$39,016	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	

## Objective Details 4.2.2(B)

### PERFORMANCE MEASURES

*Instructions:* Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

#### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

#### How the Agency is Measuring its Performance

	Objective Number and Description	Objective 4.2.2 - Increase use of website (increase site visits) by improving format and expanding content, and by soliciting the media to inform the public on the website's existence
	Performance Measure:	Statewide transparency website analytics show at least 10,000 annual visits
	Type of Measure:	Outcome
Results	2013-14 Actual Results (as of 6/30/14):	Achieved (10,469 visits)
	2014-15 Target Results:	Statewide transparency website analytics show at least 10,000 annual visits
	2014-15 Actual Results (as of 6/30/15):	Achieved (10,217 visits)
	2015-16 Minimum Acceptable Results:	Statewide transparency website analytics show at least 10,000 annual visits
	2015-16 Target Results:	Statewide transparency website analytics show at least 10,000 annual visits
Details	Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected
	What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom
	Why was this performance measure chosen?	To maintain robust use of the statewide transparency website
	If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A
	What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom
	What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Maintaining robust use of the statewide transparency website
	Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes
	If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A

#### POTENTIAL NEGATIVE IMPACT

## Objective Details 4.2.2(B)

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Statewide transparency website analytics do not show at least 10,000 annual visits (site traffic declines)
Level Requires Outside Help	If statewide transparency website analytics do not show at least 10,000 annual visits (site traffic declines)
Outside Help to Request	Department of Administration/SCEIS
Level Requires Inform General Assembly	If statewide transparency website analytics do not show at least 10,000 annual visits (site traffic declines)
3 General Assembly Options	Allocate additional resources for transparency website improvements and eliminate redundant reporting mandates

### REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
Department of Administration/SCEIS	Maintaining statewide transparency website	State entities
State entities	Maintaining statewide transparency website	State entities
South Carolina school districts	Maintaining statewide transparency website	Local government entities
South Carolina counties, cities and towns	Maintaining statewide transparency website	Local government entities

## Objective Details 4.2.2(C)

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 4 - To serve citizens and state government by providing financial and other information that promotes openness and accountability in government and by supporting other worthwhile endeavors	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	S.C. Code 30-4-30 & Recurring Provisos (1.28, 117.26 & 97.5 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 4.2 - Provide citizens financial information in a convenient, understandable, and interesting manner	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 4.2.2 - Increase use of website (increase site visits) by improving format and expanding content, and by soliciting the media to inform the public on the website's existence	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	Recurring Proviso (1.28 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Make more public information readily available online that is useful and user-friendly for the General Assembly, citizens, the media, and any other stakeholder	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Other Services	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Eric Ward	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	40	
Position:	Public Information Director	
Office Address:	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Other Services	
Department or Division Summary:	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$39,016	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	

## Objective Details 4.2.2(C)

### PERFORMANCE MEASURES

*Instructions:* Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

#### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

#### How the Agency is Measuring its Performance

Objective Number and Description		Objective 4.2.2 - Increase use of website (increase site visits) by improving format and expanding content, and by soliciting the media to inform the public on the website's existence
Performance Measure:		Statewide transparency website analytics show at least 100,000 annual page views
Type of Measure:		Outcome
<b>Results</b>		
2013-14 Actual Results (as of 6/30/14):	Achieved (140,000 page views)	
2014-15 Target Results:	Statewide transparency website analytics show at least 100,000 page views	
2014-15 Actual Results (as of 6/30/15):	Achieved (108,000 pagew views)	
2015-16 Minimum Acceptable Results:	Statewide transparency website analytics show at least 100,000 page views	
2015-16 Target Results:	Statewide transparency website analytics show at least 100,000 page views	
<b>Details</b>		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	To maintain robust use of the statewide transparency website	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Maintaining robust use of the statewide transparency website	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### POTENTIAL NEGATIVE IMPACT

## Objective Details 4.2.2(C)

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Statewide transparency website analytics do not show at least 100,000 annual page views (site traffic declines)
Level Requires Outside Help	If statewide transparency website analytics do not show at least 100,000 annual page views (site traffic declines)
Outside Help to Request	Department of Administration/SCEIS
Level Requires Inform General Assembly	If statewide transparency website analytics do not show at least 100,000 annual page views (site traffic declines)
3 General Assembly Options	Allocate additional resources for transparency website improvements and eliminate redundant reporting mandates

### REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
Department of Administration/SCEIS	Maintaining statewide transparency website	State entities
State entities	Maintaining statewide transparency website	State entities
South Carolina school districts	Maintaining statewide transparency website	Local government entities
South Carolina counties, cities and towns	Maintaining statewide transparency website	Local government entities

## Objective Details 4.3.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 4 - To serve citizens and state government by providing financial and other information that promotes openness and accountability in government and by supporting other worthwhile endeavors	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	S.C. Code 30-4-30 & Recurring Provisos (1.28, 117.26 & 97.5 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 4.3 - Provide details of travel expenditures incurred by personnel of all state agencies	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 4.3.1 - Issue and distribute annual Statewide Travel Report by statutory deadline (Nov. 1)	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	Recurring Proviso (117.26 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Increased scrutiny serves as a potential deterrent to unnecessary publicly-funded travel	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Statewide Accounting Services	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Anjali Griffin	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	78	
Position:	Senior Assistant Comptroller General (Statewide Accounting Services)	
Office Address:	1200 Senate St.; 321 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Statewide Accounting Services	
Department or Division Summary:	Accounts for the state's financial activities and administers the state's Unemployment Compensation Fund for state employees	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$39,016	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 4.3.1

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 4.3.1 - Issue and distribute annual Statewide Travel Report by statutory deadline (Nov. 1)
	Performance Measure:	Statewide Travel Report release date
	Type of Measure:	Efficiency
Results		
	2013-14 Actual Results (as of 6/30/14):	Achieved (Report released Oct. 30)
	2014-15 Target Results:	Nov. 1
	2014-15 Actual Results (as of 6/30/15):	Achieved (Report released Oct. 30)
	2015-16 Minimum Acceptable Results:	Nov. 1
	2015-16 Target Results:	Nov. 1
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	State	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	To comply with state statutory requirement	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Complying with state statutory requirement	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### POTENTIAL NEGATIVE IMPACT

Instructions: Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	In noncompliance with statutory requirement, Statewide Travel Report is not released by Nov. 1
Level Requires Outside Help	If Statewide Travel Report is not released by Nov. 1
Outside Help to Request	Department of Administration/SCEIS
Level Requires Inform General Assembly	If Statewide Travel Report is not released by Nov. 1

## Objective Details 4.3.1

3 General Assembly Options	Allocate additional resources for accounting personnel and eliminate redundant reporting mandates
----------------------------	---

### REVIEWS/AUDITS

*Instructions:* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions:* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities	Creating Statewide Travel Report	State entities

## Objective Details 4.3.2

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 4 - To serve citizens and state government by providing financial and other information that promotes openness and accountability in government and by supporting other worthwhile endeavors	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	S.C. Code 30-4-30 & Recurring Provisos (1.28, 117.26 & 97.5 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 4.3 - Provide details of travel expenditures incurred by personnel of all state agencies	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 4.3.2 - Post annual Statewide Travel Report on statewide transparency website by Nov. 1	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	Recurring Proviso (117.26 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Increased scrutiny serves as a potential deterrent to unnecessary publicly-funded travel	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Other Services	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Eric Ward	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	40	
Position:	Public Information Director	
Office Address:	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Other Services	
Department or Division Summary:	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$39,016	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 4.3.2

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 4.3.2 - Post annual Statewide Travel Report on statewide transparency website by Nov. 1
	Performance Measure:	Statewide Travel Report website posting date
	Type of Measure:	Efficiency
Results		
	2013-14 Actual Results (as of 6/30/14):	Achieved
	2014-15 Target Results:	Nov. 1
	2014-15 Actual Results (as of 6/30/15):	Achieved
	2015-16 Minimum Acceptable Results:	Nov. 1
	2015-16 Target Results:	Nov. 1
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	State	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	To comply with state statutory requirement	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Complying with state statutory requirement	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### POTENTIAL NEGATIVE IMPACT

Instructions: Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	In noncompliance with statutory requirement, Statewide Travel Report is not posted on statewide transparency website by Nov. 1
Level Requires Outside Help	If Statewide Travel Report is not posted on statewide transparency website by Nov. 1
Outside Help to Request	Department of Administration/SCEIS
Level Requires Inform General Assembly	If Statewide Travel Report is not posted on statewide transparency website by Nov. 1

## Objective Details 4.3.2

3 General Assembly Options	Allocate additional resources for Other Services personnel and eliminate redundant reporting mandates
----------------------------	---

### REVIEWS/AUDITS

*Instructions:* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions:* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities	Creating Statewide Travel Report	State entities

## Objective Details 4.4.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 4 - To serve citizens and state government by providing financial and other information that promotes openness and accountability in government and by supporting other worthwhile endeavors	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	S.C. Code 30-4-30 & Recurring Provisos (1.28, 117.26 & 97.5 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 4.4 - Administer the State's Purchasing-Card (P-Card) Rebate Program	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 4.4.1 - Monitor annual spend volume and disburse P-Card rebate revenue to General Fund and qualifying agencies	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	Recurring Proviso (97.5 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	P-Card program promotes efficiency and provides revenue to state government	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Statewide Payroll/Accounts Payable	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Ronnie Head	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	11	
Position:	Senior Assistant Comptroller General (Statewide Payroll/Accounts Payable)	
Office Address:	1200 Senate St.; 352 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Statewide Payroll/Accounts Payable	
Department or Division Summary:	Processes state payroll and vendor payment and other disbursement requests from state agencies	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$39,016	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 4.4.1

*Instructions:* Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 4.4.1 - Monitor annual spend volume and disburse P-Card rebate revenue to General Fund and qualifying agencies
	Performance Measure:	Amount of annual P-Card rebate revenue distributed to General Fund
	Type of Measure:	Outcome
Results		
	2013-14 Actual Results (as of 6/30/14):	\$2,420,902
	2014-15 Target Results:	More than previous year
	2014-15 Actual Results (as of 6/30/15):	\$2,139,375
	2015-16 Minimum Acceptable Results:	
	2015-16 Target Results:	More than previous year
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	State	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	The P-Card program promotes efficiency and provides revenue to state government	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	The P-Card program promotes efficiency and provides revenue to state government	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### POTENTIAL NEGATIVE IMPACT

*Instructions:* Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Amount of annual P-Card rebate revenue distributed to General Fund declines to unacceptable amount
Level Requires Outside Help	If amount of annual P-Card rebate revenue distributed to General Fund declines to unacceptable amount
Outside Help to Request	Department of Administration/SCEIS

## Objective Details 4.4.1

Level Requires Inform General Assembly	If amount of annual P-Card rebate revenue distributed to General Fund declines to unacceptable amount
3 General Assembly Options	Encourage greater use of P-Cards and eliminate redundant reporting mandates

### REVIEWS/AUDITS

*Instructions :* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions :* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities using P-Cards	Administering the State's Purchasing-Card (P-Card) Rebate Program	State entities

## Objective Details 4.4.2

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 4 - To serve citizens and state government by providing financial and other information that promotes openness and accountability in government and by supporting other worthwhile endeavors	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	S.C. Code 30-4-30 & Recurring Provisos (1.28, 117.26 & 97.5 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 4.4 - Administer the State's Purchasing-Card (P-Card) Rebate Program	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 4.4. 2 - Produce monthly report of P-Card spending by each state agency including the detailed spending by each agency's cardholders and post report on statewide transparency website	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	Recurring Proviso (97.5 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Encouraging scrutiny of spending by posting P-Card spending details online serves as potential deterrent to improper or unnecessary use	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Statewide Payroll/Accounts Payable	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Ronnie Head	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	11	
Position:	Senior Assistant Comptroller General (Statewide Payroll/Accounts Payable)	
Office Address:	1200 Senate St.; 352 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Statewide Payroll/Accounts Payable	
Department or Division Summary:	Processes state payroll and vendor payment and other disbursement requests from state agencies	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$39,016	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 4.4.2

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 4.4. 2 - Produce monthly report of P-Card spending by each state agency including the detailed spending by each agency's cardholders and post report on statewide transparency website
	Performance Measure:	Monthly P-Card Spending Reports are available on statewide transparency website
	Type of Measure:	Output
Results	2013-14 Actual Results (as of 6/30/14):	Achieved
	2014-15 Target Results:	Monthly P-Card Spending Reports are available on statewide transparency website
	2014-15 Actual Results (as of 6/30/15):	Achieved
	2015-16 Minimum Acceptable Results:	Monthly P-Card Spending Reports are available on statewide transparency website
	2015-16 Target Results:	Monthly P-Card Spending Reports are available on statewide transparency website
Details	Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected
	What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom
	Why was this performance measure chosen?	Encouraging scrutiny of spending by posting P-Card spending details online serves as potential deterrent to improper or unnecessary use
	If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A
	What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom
	What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Encouraging scrutiny of spending by posting P-Card spending details online serves as potential deterrent to improper or unnecessary use
	Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes
	If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A

### POTENTIAL NEGATIVE IMPACT

## Objective Details 4.4.2

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Monthly P-Card Spending Reports are not available on statewide transparency website
Level Requires Outside Help	If monthly P-Card Spending Reports are not available on statewide transparency website
Outside Help to Request	Department of Administration/SCEIS
Level Requires Inform General Assembly	If monthly P-Card Spending Reports are not available on statewide transparency website
3 General Assembly Options	Allocate additional resources for accounts payable staff and eliminate redundant reporting mandates

### REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities using P-Cards	Administering the State's Purchasing-Card (P-Card) Rebate Program	State entities

## Objective Details 5.1.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context	
# and description of Goal the Objective is helping accomplish:	Goal 5 - To effectively manage the divisions, programs, and overall operation of the Comptroller General's Office and to participate in and support other statewide initiatives
Legal responsibilities satisfied by Goal:	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act
# and description of Strategy the Objective is under:	Strategy 5.1 - Manage agency budget by avoiding "cost creep" in providing services
Objective	
Objective # and Description:	Objective 5.1.1 - Monitor monthly cost of each program area (Statewide Payroll/Accounts Payable, Statewide Financial Reporting, Statewide Accounting, Other Services, Administration) and confront any increases if observed
Legal responsibilities satisfied by Objective:	Annual Appropriations Act
Public Benefit/Intended Outcome:	Assuring appropriate return on investment for services performed
Agency Programs Associated with Objective	
Program Names:	Administration
Responsible Person	
Name:	Eddie Gunn
Number of Months Responsible:	29
Position:	Chief of Staff
Office Address:	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201
Department or Division:	Administration
Department or Division Summary:	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives
Amount Budgeted and Spent To Accomplish Objective	
Total Budgeted for this fiscal year:	\$81,549
Total Actually Spent:	Agency will provide next year
PERFORMANCE MEASURES	

## Objective Details 5.1.1

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 5.1.1 - Monitor monthly cost of each program area (Statewide Payroll/Accounts Payable, Statewide Financial Reporting, Statewide Accounting, Other Services, Administration) and confront any increases if observed
	Performance Measure:	Agency's annual spending for each program area is stable and increases, if any, are specifically cost-justifiable
Results	Type of Measure:	Outcome
	2013-14 Actual Results (as of 6/30/14):	Achieved
	2014-15 Target Results:	Agency's annual spending for each program area is stable and increases, if any, are specifically cost-justifiable
	2014-15 Actual Results (as of 6/30/15):	Achieved
	2015-16 Minimum Acceptable Results:	Agency's annual spending for each program area is stable and increases, if any, are specifically cost-justifiable
	2015-16 Target Results:	Agency's annual spending for each program area is stable and increases, if any, are specifically cost-justifiable
Details	Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	State
		Insert any further explanation, if needed
	What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom
	Why was this performance measure chosen?	To adhere to budgetary limits set by the General Assembly and assure appropriate return on investment for services performed
	If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A
	What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom
	What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Adhering to budgetary limits set by the General Assembly and assuring appropriate return on investment for services performed
	Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes
	If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A

### POTENTIAL NEGATIVE IMPACT

## Objective Details 5.1.1

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Agency's spending for any of its program areas increases in a manner that is not specifically cost-justifiable
Level Requires Outside Help	If agency's spending for any of its program areas increases in a manner that is not specifically cost-justifiable
Outside Help to Request	General Assembly, Department of Administration
Level Requires Inform General Assembly	If agency's spending for any of its program areas increases in a manner that is not specifically cost-justifiable
3 General Assembly Options	Eliminate unfunded mandates and redundant reporting mandates

### REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?

## Objective Details 5.2.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 5 - To effectively manage the divisions, programs, and overall operation of the Comptroller General's Office and to participate in and support other statewide initiatives	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 5.2 - Fulfill all legal and administrative mandates on the agency	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 5.2.1 - Present concise and accurate annual summaries of agency operations to Budget subcommittees of House and Senate	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	Annual Appropriations Act	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Compliance with state laws and directives from General Assembly and provision of assistance in budget process	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Administration	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Eddie Gunn	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	29	
Position:	Chief of Staff	
Office Address:	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Administration	
Department or Division Summary:	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$54,367	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 5.2.1

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 5.2.1 - Present concise and accurate annual summaries of agency operations to Budget subcommittees of House and Senate
	Performance Measure:	Agency prepares, presents, and files concise, useful reports with House and Senate budget subcommittees each year
	Type of Measure:	Efficiency
Results		
	2013-14 Actual Results (as of 6/30/14):	Achieved
	2014-15 Target Results:	Agency prepares, presents, and files concise, useful reports with House and Senate budget subcommittees each year
	2014-15 Actual Results (as of 6/30/15):	Achieved
	2015-16 Minimum Acceptable Results:	Agency prepares, presents, and files concise, useful reports with House and Senate budget subcommittees each year
	2015-16 Target Results:	Agency prepares, presents, and files concise, useful reports with House and Senate budget subcommittees each year
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	State	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	To comply with state laws and directives from the General Assembly and provide assistance in the budget process	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Complying with state laws and directives from the General Assembly and providing assistance in the budget process	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### POTENTIAL NEGATIVE IMPACT

## Objective Details 5.2.1

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Agency does not comply with state laws and directives from the General Assembly or provide assistance in the budget process
Level Requires Outside Help	If agency does not comply with state laws and directives from the General Assembly or provide assistance in the budget process
Outside Help to Request	General Assembly, Department of Administration
Level Requires Inform General Assembly	If agency does not comply with state laws and directives from the General Assembly or provide assistance in the budget process
3 General Assembly Options	Eliminate unfunded mandates and redundant reporting mandates

### REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
House and Senate budget subcommittees	Presenting reports, including annual summaries of agency operations	State entities

## Objective Details 5.2.2

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 5 - To effectively manage the divisions, programs, and overall operation of the Comptroller General's Office and to participate in and support other statewide initiatives	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 5.2 - Fulfill all legal and administrative mandates on the agency	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 5.2.2 - Submit Annual Accountability Report by agreed-upon deadline	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	S.C. Code 1-1-810	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Compliance with state laws and directives from General Assembly and provision of assistance in budget process	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Administration	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Eddie Gunn	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	29	
Position:	Chief of Staff	
Office Address:	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Administration	
Department or Division Summary:	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$54,367	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 5.2.2

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 5.2.2 - Submit Annual Accountability Report by agreed-upon deadline
	Performance Measure:	Submission of Annual Accountability Report by deadline
	Type of Measure:	Efficiency
Results		
	2013-14 Actual Results (as of 6/30/14):	Achieved
	2014-15 Target Results:	Submission of Annual Accountability Report by deadline
	2014-15 Actual Results (as of 6/30/15):	Achieved
	2015-16 Minimum Acceptable Results:	Submission of Annual Accountability Report by deadline
	2015-16 Target Results:	Submission of Annual Accountability Report by deadline
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	State	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	To comply with state laws and directives from the General Assembly and provide assistance in the budget process	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Complying with state laws and directives from the General Assembly and providing assistance in the budget process	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### POTENTIAL NEGATIVE IMPACT

Instructions: Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Agency fails to submit its Annual Accountability Report or submits the report late and therefore does not comply with state laws and directives from the General Assembly or provide optimum assistance in the budget process
Level Requires Outside Help	If agency fails to submit its Annual Accountability Report or submits the report late

## Objective Details 5.2.2

Outside Help to Request	General Assembly, Department of Administration
Level Requires Inform General Assembly	If agency fails to submit its Annual Accountability Report or submits the report late
3 General Assembly Options	Eliminate unfunded mandates and redundant reporting mandates

### REVIEWS/AUDITS

*Instructions* : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions* : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
Department of Administration/Executive Budget Office	Submitting Annual Accountability Report	State entity

## Objective Details 5.2.3

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 5 - To effectively manage the divisions, programs, and overall operation of the Comptroller General's Office and to participate in and support other statewide initiatives	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 5.2 - Fulfill all legal and administrative mandates on the agency	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 5.2.3 - Complete EPMS process for each employee upon his or her annual employment anniversary for 100% of staff	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	S.C. Code of Regulations 19-715	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Compliance with state laws and regulations	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Administration	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Eddie Gunn	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	29	
Position:	Chief of Staff	
Office Address:	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Administration	
Department or Division Summary:	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$54,367	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 5.2.3

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 5.2.3 - Complete EPMS process for each employee upon his or her annual employment anniversary for 100% of staff
	Performance Measure:	EPMS process is completed on time and documents are maintained in each employee's personnel file
	Type of Measure:	Efficiency
Results		
	2013-14 Actual Results (as of 6/30/14):	Achieved
	2014-15 Target Results:	EPMS process is completed on time and documents are maintained in each employee's personnel file
	2014-15 Actual Results (as of 6/30/15):	Achieved
	2015-16 Minimum Acceptable Results:	EPMS process is completed on time and documents are maintained in each employee's personnel file
	2015-16 Target Results:	EPMS process is completed on time and documents are maintained in each employee's personnel file
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	State	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	Compliance with state laws and regulations	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Compliance with state laws and regulations	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### **POTENTIAL NEGATIVE IMPACT**

Instructions: Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

## Objective Details 5.2.3

Most Potential Negative Impact	Agency fails to complete EPMS process for each employee upon his or her annual employment anniversary for 100% of staff, failing to comply with state laws and regulations and undermining employee morale
Level Requires Outside Help	If agency fails to complete EPMS process for each employee upon his or her annual employment anniversary for 100% of staff
Outside Help to Request	Department of Administration
Level Requires Inform General Assembly	If agency fails to complete EPMS process for each employee upon his or her annual employment anniversary for 100% of staff
3 General Assembly Options	Eliminate unfunded mandates and redundant reporting mandates

### REVIEWS/AUDITS

*Instructions :* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions :* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
------------------------	--	---

## Objective Details 5.2.4

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 5 - To effectively manage the divisions, programs, and overall operation of the Comptroller General's Office and to participate in and support other statewide initiatives	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 5.2 - Fulfill all legal and administrative mandates on the agency	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 5.2.4 - Conduct exit interviews for all departing agency personnel and ascertain ways to reduce unwanted turnover of employees	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	S.C. Code of Regulations 19-719.05	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Compliance with state laws and regulations	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Administration	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Eddie Gunn	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	29	
Position:	Chief of Staff	
Office Address:	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Administration	
Department or Division Summary:	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$27,183	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 5.2.4

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 5.2.4 - Conduct exit interviews for all departing agency personnel and ascertain ways to reduce unwanted turnover of employees
	Performance Measure:	Each employee departure is evaluated by supervisor or by CGO executive mgmt. to determine reason and to identify possible workplace issues; mgmt. summarizes annually
	Type of Measure:	Efficiency
Results	2013-14 Actual Results (as of 6/30/14):	Achieved
	2014-15 Target Results:	Each employee departure is evaluated by supervisor or by CGO executive mgmt. to determine reason and to identify possible workplace issues; mgmt. summarizes annually
	2014-15 Actual Results (as of 6/30/15):	Achieved
	2015-16 Minimum Acceptable Results:	Each employee departure is evaluated by supervisor or by CGO executive mgmt. to determine reason and to identify possible workplace issues; mgmt. summarizes annually
	2015-16 Target Results:	Each employee departure is evaluated by supervisor or by CGO executive mgmt. to determine reason and to identify possible workplace issues; mgmt. summarizes annually
Details	Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	State
		Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	Compliance with state laws and regulations	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Compliance with state laws and regulations	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### POTENTIAL NEGATIVE IMPACT

## Objective Details 5.2.4

Instructions : Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Agency fails to evaluate each employee departure, failing to comply with state laws and regulations and undermining its ability to identify possible workplace issues
Level Requires Outside Help	If agency fails to evaluate each employee departure
Outside Help to Request	Department of Administration
Level Requires Inform General Assembly	If agency fails to evaluate each employee departure
3 General Assembly Options	Eliminate unfunded mandates and redundant reporting mandates

### REVIEWS/AUDITS

Instructions : Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

Instructions : Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?

## Objective Details 5.3.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 5 - To effectively manage the divisions, programs, and overall operation of the Comptroller General's Office and to participate in and support other statewide initiatives	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 5.3 - Work with SCEIS project team to retire STARS	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 5.3.1 - Support the SCEIS project team in converting the State Treasurer's Office (the only agency still on STARS) from STARS to SCEIS by December 31, 2015, so STARS can finally be retired	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	S.C. Code 11-53-20 & Recurring Proviso (98.2 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Enhancement in efficiency by eliminating unnecessary duplication of effort required by having to continue maintaining both the old accounting system (STARS) and the new comprehensive STARS and SCEIS	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Other Services	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Scott Houston	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	36	
Position:	Senior Assistant Comptroller General (Information Technology)	
Office Address:	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Other Services	
Department or Division Summary:	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$81,549	Copy and paste this information from the Strategic Budgeting Chart

## Objective Details 5.3.1

Total Actually Spent:	Agency will provide next year																																												
<b>PERFORMANCE MEASURES</b> <p><i>Instructions:</i> Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for <u>each</u> Performance Measure that applies to this objective.</p> <p>1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.</p> <p>2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).</p> <p>3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."</p> <p>4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.</p> <p><u>Types of Performance Measures:</u></p> <p><b>Outcome Measure</b> - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.</p> <p><b>Efficiency Measure</b> - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection</p> <p><b>Output Measure</b> - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.</p> <p><b>Input/Explanatory/Activity Measure</b> - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received</p>																																													
<b>How the Agency is Measuring its Performance</b> <table border="1"> <tr> <td>Objective Number and Description</td> <td>Objective 5.3.1 - Support the SCEIS project team in converting the State Treasurer's Office (the only agency still on STARS) from STARS to SCEIS by December 31, 2015, so STARS can finally be retired</td> </tr> <tr> <td>Performance Measure:</td> <td>Agency and SCEIS team fully support STO's project to complete its conversion from STARS to SCEIS by 04/30/16, which is STO's current targeted completion date (Note: Maintaining duplicative systems – STARS and SCEIS – results in significant waste of IT and Accounting resources statewide. Objective 3.1.3 is one example)</td> </tr> <tr> <td>Type of Measure:</td> <td>Outcome</td> </tr> <tr> <td>Results</td> <td> <table border="1"> <tr> <td>2013-14 Actual Results (as of 6/30/14):</td> <td>Not yet completed</td> </tr> <tr> <td>2014-15 Target Results:</td> <td>No later than 04/30/16</td> </tr> <tr> <td>2014-15 Actual Results (as of 6/30/15):</td> <td>Not yet completed</td> </tr> <tr> <td>2015-16 Minimum Acceptable Results:</td> <td>No later than 04/30/16</td> </tr> <tr> <td>2015-16 Target Results:</td> <td>No later than 04/30/16</td> </tr> </table> </td> </tr> <tr> <td>Details</td> <td> <table border="1"> <tr> <td>Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)</td> <td>Only agency selected</td> <td>Insert any further explanation, if needed</td> </tr> <tr> <td>What are the names and titles of the individuals who chose this as a performance measure?</td> <td>Comptroller General Richard Eckstrom</td> <td></td> </tr> <tr> <td>Why was this performance measure chosen?</td> <td>Enhancement in efficiency by eliminating unnecessary duplication of effort required by having to continue maintaining both the old accounting system (STARS) and the new comprehensive STARS and SCEIS</td> <td></td> </tr> <tr> <td>If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?</td> <td>The agency continued to support the SCEIS project team in an effort to achieve this objective. The STO's conversion from STARS to SCEIS is completely under STO's control</td> <td></td> </tr> <tr> <td>What are the names and titles of the individuals who chose the target value for 2015-16?</td> <td>Comptroller General Richard Eckstrom</td> <td></td> </tr> <tr> <td>What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?</td> <td>Enhancement in efficiency by eliminating unnecessary duplication of effort required by having to continue maintaining both the old accounting system (STARS) and the new comprehensive STARS and SCEIS</td> <td></td> </tr> <tr> <td>Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?</td> <td>Questionable</td> <td></td> </tr> <tr> <td>If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?</td> <td>The agency continued to support the SCEIS project team in an effort to achieve this objective. The STO's conversion from STARS to SCEIS is completely under STO's control</td> <td></td> </tr> </table> </td> </tr> </table>		Objective Number and Description	Objective 5.3.1 - Support the SCEIS project team in converting the State Treasurer's Office (the only agency still on STARS) from STARS to SCEIS by December 31, 2015, so STARS can finally be retired	Performance Measure:	Agency and SCEIS team fully support STO's project to complete its conversion from STARS to SCEIS by 04/30/16, which is STO's current targeted completion date (Note: Maintaining duplicative systems – STARS and SCEIS – results in significant waste of IT and Accounting resources statewide. Objective 3.1.3 is one example)	Type of Measure:	Outcome	Results	<table border="1"> <tr> <td>2013-14 Actual Results (as of 6/30/14):</td> <td>Not yet completed</td> </tr> <tr> <td>2014-15 Target Results:</td> <td>No later than 04/30/16</td> </tr> <tr> <td>2014-15 Actual Results (as of 6/30/15):</td> <td>Not yet completed</td> </tr> <tr> <td>2015-16 Minimum Acceptable Results:</td> <td>No later than 04/30/16</td> </tr> <tr> <td>2015-16 Target Results:</td> <td>No later than 04/30/16</td> </tr> </table>	2013-14 Actual Results (as of 6/30/14):	Not yet completed	2014-15 Target Results:	No later than 04/30/16	2014-15 Actual Results (as of 6/30/15):	Not yet completed	2015-16 Minimum Acceptable Results:	No later than 04/30/16	2015-16 Target Results:	No later than 04/30/16	Details	<table border="1"> <tr> <td>Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)</td> <td>Only agency selected</td> <td>Insert any further explanation, if needed</td> </tr> <tr> <td>What are the names and titles of the individuals who chose this as a performance measure?</td> <td>Comptroller General Richard Eckstrom</td> <td></td> </tr> <tr> <td>Why was this performance measure chosen?</td> <td>Enhancement in efficiency by eliminating unnecessary duplication of effort required by having to continue maintaining both the old accounting system (STARS) and the new comprehensive STARS and SCEIS</td> <td></td> </tr> <tr> <td>If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?</td> <td>The agency continued to support the SCEIS project team in an effort to achieve this objective. The STO's conversion from STARS to SCEIS is completely under STO's control</td> <td></td> </tr> <tr> <td>What are the names and titles of the individuals who chose the target value for 2015-16?</td> <td>Comptroller General Richard Eckstrom</td> <td></td> </tr> <tr> <td>What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?</td> <td>Enhancement in efficiency by eliminating unnecessary duplication of effort required by having to continue maintaining both the old accounting system (STARS) and the new comprehensive STARS and SCEIS</td> <td></td> </tr> <tr> <td>Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?</td> <td>Questionable</td> <td></td> </tr> <tr> <td>If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?</td> <td>The agency continued to support the SCEIS project team in an effort to achieve this objective. The STO's conversion from STARS to SCEIS is completely under STO's control</td> <td></td> </tr> </table>	Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected	Insert any further explanation, if needed	What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom		Why was this performance measure chosen?	Enhancement in efficiency by eliminating unnecessary duplication of effort required by having to continue maintaining both the old accounting system (STARS) and the new comprehensive STARS and SCEIS		If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	The agency continued to support the SCEIS project team in an effort to achieve this objective. The STO's conversion from STARS to SCEIS is completely under STO's control		What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom		What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Enhancement in efficiency by eliminating unnecessary duplication of effort required by having to continue maintaining both the old accounting system (STARS) and the new comprehensive STARS and SCEIS		Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Questionable		If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	The agency continued to support the SCEIS project team in an effort to achieve this objective. The STO's conversion from STARS to SCEIS is completely under STO's control	
Objective Number and Description	Objective 5.3.1 - Support the SCEIS project team in converting the State Treasurer's Office (the only agency still on STARS) from STARS to SCEIS by December 31, 2015, so STARS can finally be retired																																												
Performance Measure:	Agency and SCEIS team fully support STO's project to complete its conversion from STARS to SCEIS by 04/30/16, which is STO's current targeted completion date (Note: Maintaining duplicative systems – STARS and SCEIS – results in significant waste of IT and Accounting resources statewide. Objective 3.1.3 is one example)																																												
Type of Measure:	Outcome																																												
Results	<table border="1"> <tr> <td>2013-14 Actual Results (as of 6/30/14):</td> <td>Not yet completed</td> </tr> <tr> <td>2014-15 Target Results:</td> <td>No later than 04/30/16</td> </tr> <tr> <td>2014-15 Actual Results (as of 6/30/15):</td> <td>Not yet completed</td> </tr> <tr> <td>2015-16 Minimum Acceptable Results:</td> <td>No later than 04/30/16</td> </tr> <tr> <td>2015-16 Target Results:</td> <td>No later than 04/30/16</td> </tr> </table>	2013-14 Actual Results (as of 6/30/14):	Not yet completed	2014-15 Target Results:	No later than 04/30/16	2014-15 Actual Results (as of 6/30/15):	Not yet completed	2015-16 Minimum Acceptable Results:	No later than 04/30/16	2015-16 Target Results:	No later than 04/30/16																																		
2013-14 Actual Results (as of 6/30/14):	Not yet completed																																												
2014-15 Target Results:	No later than 04/30/16																																												
2014-15 Actual Results (as of 6/30/15):	Not yet completed																																												
2015-16 Minimum Acceptable Results:	No later than 04/30/16																																												
2015-16 Target Results:	No later than 04/30/16																																												
Details	<table border="1"> <tr> <td>Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)</td> <td>Only agency selected</td> <td>Insert any further explanation, if needed</td> </tr> <tr> <td>What are the names and titles of the individuals who chose this as a performance measure?</td> <td>Comptroller General Richard Eckstrom</td> <td></td> </tr> <tr> <td>Why was this performance measure chosen?</td> <td>Enhancement in efficiency by eliminating unnecessary duplication of effort required by having to continue maintaining both the old accounting system (STARS) and the new comprehensive STARS and SCEIS</td> <td></td> </tr> <tr> <td>If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?</td> <td>The agency continued to support the SCEIS project team in an effort to achieve this objective. The STO's conversion from STARS to SCEIS is completely under STO's control</td> <td></td> </tr> <tr> <td>What are the names and titles of the individuals who chose the target value for 2015-16?</td> <td>Comptroller General Richard Eckstrom</td> <td></td> </tr> <tr> <td>What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?</td> <td>Enhancement in efficiency by eliminating unnecessary duplication of effort required by having to continue maintaining both the old accounting system (STARS) and the new comprehensive STARS and SCEIS</td> <td></td> </tr> <tr> <td>Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?</td> <td>Questionable</td> <td></td> </tr> <tr> <td>If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?</td> <td>The agency continued to support the SCEIS project team in an effort to achieve this objective. The STO's conversion from STARS to SCEIS is completely under STO's control</td> <td></td> </tr> </table>	Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected	Insert any further explanation, if needed	What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom		Why was this performance measure chosen?	Enhancement in efficiency by eliminating unnecessary duplication of effort required by having to continue maintaining both the old accounting system (STARS) and the new comprehensive STARS and SCEIS		If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	The agency continued to support the SCEIS project team in an effort to achieve this objective. The STO's conversion from STARS to SCEIS is completely under STO's control		What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom		What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Enhancement in efficiency by eliminating unnecessary duplication of effort required by having to continue maintaining both the old accounting system (STARS) and the new comprehensive STARS and SCEIS		Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Questionable		If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	The agency continued to support the SCEIS project team in an effort to achieve this objective. The STO's conversion from STARS to SCEIS is completely under STO's control																					
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected	Insert any further explanation, if needed																																											
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom																																												
Why was this performance measure chosen?	Enhancement in efficiency by eliminating unnecessary duplication of effort required by having to continue maintaining both the old accounting system (STARS) and the new comprehensive STARS and SCEIS																																												
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	The agency continued to support the SCEIS project team in an effort to achieve this objective. The STO's conversion from STARS to SCEIS is completely under STO's control																																												
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom																																												
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Enhancement in efficiency by eliminating unnecessary duplication of effort required by having to continue maintaining both the old accounting system (STARS) and the new comprehensive STARS and SCEIS																																												
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Questionable																																												
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	The agency continued to support the SCEIS project team in an effort to achieve this objective. The STO's conversion from STARS to SCEIS is completely under STO's control																																												

## Objective Details 5.3.1

### POTENTIAL NEGATIVE IMPACT

*Instructions :* Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Agency fails to support the SCEIS project team in converting the State Treasurer's Office (the only agency still on STARS) from STARS to SCEIS so STARS can finally be retired
Level Requires Outside Help	If agency fails to support the SCEIS project team in converting the State Treasurer's Office (the only agency still on STARS) from STARS to SCEIS so STARS can finally be retired
Outside Help to Request	Department of Administration
Level Requires Inform General Assembly	If agency fails to support the SCEIS project team in converting the State Treasurer's Office (the only agency still on STARS) from STARS to SCEIS so STARS can finally be retired
3 General Assembly Options	Mandate STO STARS to SCEIS conversation date; eliminate unfunded mandates; and eliminate redundant reporting mandates

### REVIEWS/AUDITS

*Instructions :* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions :* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
Department of Administration/SCEIS project team	Supporting the SCEIS project team in converting the State Treasurer's Office (the only agency still on STARS) from STARS to SCEIS so STARS can finally be retired	State entity

## Objective Details 5.4.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context	
# and description of Goal the Objective is helping accomplish:	Goal 5 - To effectively manage the divisions, programs, and overall operation of the Comptroller General's Office and to participate in and support other statewide initiatives
Legal responsibilities satisfied by Goal:	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act
# and description of Strategy the Objective is under:	Strategy 5.4 - Develop agency cybersecurity policies in accordance with State statutory and/or regulatory requirements
Objective	
Objective # and Description:	Objective 5.4.1 - Finalize implementation plans for all cybersecurity policies by Jan. 31, 2015
Legal responsibilities satisfied by Objective:	Recurring Proviso (93.27 in the Fiscal 2015-16 Appropriations Act)
Public Benefit/Intended Outcome:	Compliance with this state requirement as a key step toward achieving Objective 5.4.2
Agency Programs Associated with Objective	
Program Names:	Other Services
Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column	
Responsible Person	
Name:	Scott Houston
Number of Months Responsible:	36
Position:	Senior Assistant Comptroller General (Information Technology)
Office Address:	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201
Department or Division:	Other Services
Department or Division Summary:	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service
Amount Budgeted and Spent To Accomplish Objective	
Total Budgeted for this fiscal year:	\$54,367
Total Actually Spent:	Agency will provide next year
PERFORMANCE MEASURES	

## Objective Details 5.4.1

*Instructions:* Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 5.4.1 - Finalize implementation plans for all cybersecurity policies by Jan. 31, 2015
	Performance Measure:	Implementation plans for all cybersecurity policies finalized by Jan. 31, 2015
	Type of Measure:	Efficiency
<b>Results</b>	2013-14 Actual Results (as of 6/30/14):	N/A
	2014-15 Target Results:	Implementation plans for all cybersecurity policies finalized by Jan. 31, 2015
	2014-15 Actual Results (as of 6/30/15):	Achieved
	2015-16 Minimum Acceptable Results:	N/A
	2015-16 Target Results:	N/A
<b>Details</b>	Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	State
	What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom
	Why was this performance measure chosen?	Compliance with this state requirement as a key step toward achieving Objective 5.4.2
	If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A
	What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom
	What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	N/A
	Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	N/A
	If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A

### **POTENTIAL NEGATIVE IMPACT**

*Instructions:* Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	N/A
--------------------------------	-----

## Objective Details 5.4.1

Level Requires Outside Help	N/A
Outside Help to Request	N/A
Level Requires Inform General Assembly	N/A
3 General Assembly Options	N/A

### REVIEWS/AUDITS

*Instructions:* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions:* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
------------------------	--	---

## Objective Details 5.4.2

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 5 - To effectively manage the divisions, programs, and overall operation of the Comptroller General's Office and to participate in and support other statewide initiatives	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 5.4 - Develop agency cybersecurity policies in accordance with State statutory and/or regulatory requirements	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 5.4.2 - Implement all cybersecurity policies by July 1, 2016	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	Recurring Proviso (93.27 in the Fiscal 2015-16 Appropriations Act)	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Compliance with this state requirement to accomplish Strategy 5.4	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Other Services	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Scott Houston	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	36	
Position:	Senior Assistant Comptroller General (Information Technology)	
Office Address:	1200 Senate St.; 305 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Other Services	
Department or Division Summary:	Meets the agency's information disclosure requirements; provides agency information technology support; operates the statewide fiscal transparency website; oversees the state's Purchasing-Card (P-Card) Rebate Program; and provides constituent service	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$54,367	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 5.4.2

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 5.4.2 - Implement all cybersecurity policies by July 1, 2016
	Performance Measure:	Cybersecurity policies implemented by July 1, 2016
	Type of Measure:	Efficiency
Results		
	2013-14 Actual Results (as of 6/30/14):	N/A
	2014-15 Target Results:	Implement all cybersecurity policies by July 1, 2016
	2014-15 Actual Results (as of 6/30/15):	N/A
	2015-16 Minimum Acceptable Results:	Implement all cybersecurity policies by July 1, 2016
	2015-16 Target Results:	Implement all cybersecurity policies by July 1, 2016
Details		
Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	State	Insert any further explanation, if needed
What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom	
Why was this performance measure chosen?	Compliance with this state requirement to accomplish Strategy 5.4	
If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A	
What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom	
What was considered when determining the level to set the target value in 2015-16 and why was the decision finally	Compliance with this state requirement to accomplish Strategy 5.4	
Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes	
If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A	

### POTENTIAL NEGATIVE IMPACT

Instructions: Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Agency fails to implement all cybersecurity policies by July 1, 2016, failing to comply with state requirements and potentially making itself susceptible to information security breaches
Level Requires Outside Help	If agency fails to implement all cybersecurity policies by July 1, 2016
Outside Help to Request	Department of Administration/Division of Technology
Level Requires Inform General Assembly	If agency fails to implement all cybersecurity policies by July 1, 2016
3 General Assembly Options	Allocate additional resources for information technology support; eliminate unfunded mandates; and eliminate redundant reporting mandates

## Objective Details 5.4.2

### REVIEWS/AUDITS

*Instructions:* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions:* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
Department of Administration/Division of Technology	Implementing cybersecurity policies by July 1, 2016	State entity

## Objective Details 5.5.1

This is the next chart because once the agency determines the associated programs and amount of funds it is allocating to accomplish each objective, the agency needs to ensure it has proper performance measures established to track how effectively and efficiently it is utilizing the resources allocated. The agency also needs to consider potential negative impacts which may arise, and need to be addressed, if the objective is not accomplished; ensure the agency is addressing issues raised in previous audits or reviews; and continually consider which partners the agency could work with to more effectively and efficiently accomplish each objective.

Agency Responding	Office of Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions: Below is a template to complete for each Objective listed in the Strategy, Objectives and Responsibility Chart. It is recommended that the agency copy and paste the data in this tab into multiple other tabs, while it is still blank. The agency will then have a blank version to complete for each separate Objective. The agency needs to provide information in all the cells that are highlighted. Please save the information related to each Objective as a separate tab in the excel document. Label each Tab, "O\_\_" and insert the applicable numbers in the blanks (For example "O1.1.1"). NOTE: Call House Staff if the agency has any questions or needs any assistance in completing the information below.

Strategic Plan Context		
# and description of Goal the Objective is helping accomplish:	Goal 5 - To effectively manage the divisions, programs, and overall operation of the Comptroller General's Office and to participate in and support other statewide initiatives	Copy and paste this from the second column of the Mission, Vision and Goals Chart
Legal responsibilities satisfied by Goal:	Annual Appropriations Act, S.C. Codes 1-1-810, 11-55-10 & 11-53-20 & Proviso 93.27 in the Fiscal 2015-16 Appropriations Act	Copy and paste this from the first column of the Mission, Vision and Goals Chart
# and description of Strategy the Objective is under:	Strategy 5.5 - Support other statewide initiatives for the benefit of citizens and state government overall	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Objective		
Objective # and Description:	Objective 5.5.1 - Serve on multi-agency task forces, committees, and authorities dedicated to statewide initiatives	Copy and paste this from the second column of the Strategy, Objectives and Responsibility Chart
Legal responsibilities satisfied by Objective:	S.C. Codes 11-55-10 & 11-53-20	Copy and paste this from the first column of the Strategy, Objectives and Responsibility Chart
Public Benefit/Intended Outcome:	Enhancement of government effectiveness through collaborative efforts with other agencies and state officials	Copy and paste this from the fourth column of the Strategy, Objectives and Responsibility Chart
Agency Programs Associated with Objective		
Program Names:	Administration	Enter all the agency programs which are helping accomplish this objective. The agency can determine this by sorting the Associated Programs Chart by the "Objective the Program Helps Accomplish" column
Responsible Person		
Name:	Richard Eckstrom	Copy and paste this information from the fifth column of the Strategy, Objectives and Responsibility Chart
Number of Months Responsible:	157	
Position:	Comptroller General (Agency Head)	
Office Address:	1200 Senate St.; 304 Wade Hampton Office Building; Columbia, S.C. 29201	
Department or Division:	Administration	
Department or Division Summary:	Manages the agency's budget and human resources; produces its annual Accountability Report; oversees its cybersecurity policies; and serves on multi-agency groups pursuing statewide initiatives	
Amount Budgeted and Spent To Accomplish Objective		
Total Budgeted for this fiscal year:	\$81,549	Copy and paste this information from the Strategic Budgeting Chart
Total Actually Spent:	Agency will provide next year	
PERFORMANCE MEASURES		

## Objective Details 5.5.1

Instructions: Please copy and paste the chart and questions below as many times as needed so the agency can provide this information for each Performance Measure that applies to this objective.

- 1) In the cell next to, "Performance Measure," enter the performance measure just like the agency did in the accountability report.
- 2) In the cell next to, "Type of Measure," pick the type of measure that best fits the performance measure from the drop down box (see Types of Performance Measures explained below).
- 3) In the next set of cells enter the actual and target results for each year. Next to "Actual Results," enter the actual value the agency had for that performance measure at the end of that year. Next to "Target Results," enter the target value the agency wanted to reach for the performance measure for that year. Next to "Minimum acceptable level," enter the minimum level for this performance measure that the agency would find acceptable. Including a minimum acceptable level and target level will hopefully encourage the agency to continually set challenging targets each year. If the agency did not utilize a particular performance measure during certain years, then enter the following next to the applicable "Actual Results" and "Target Results," - "Agency did not use PM during this year."
- 4) In the last set of cells, answer the questions to provide Details about each measure. In the cell next to, "Is agency required to keep track of this by the state or federal government," pick State from the drop down menu if an entity in state government requires the agency to track this information, Federal if an entity in the federal government requires the agency to track this information, or Only Agency Selected if there is no state or federal entity that requires the agency to track this information and the agency selected it.

### Types of Performance Measures:

**Outcome Measure** - A quantifiable indicator of the public and customer benefits from an agency's actions. Outcome measures are used to assess an agency's effectiveness in serving its key customers and in achieving its mission, goals and objectives. They are also used to direct resources to strategies with the greatest effect on the most valued outcomes. Outcome measures should be the first priority. Example - % of licensees with no violations.

**Efficiency Measure** - A quantifiable indicator of productivity expressed in unit costs, units of time, or other ratio-based units. Efficiency measures are used to assess the cost-efficiency, productivity, and timeliness of agency operations. Efficiency measures measure the efficient use of available resources and should be the second priority. Example - cost per inspection

**Output Measure** - A quantifiable indicator of the number of goods or services an agency produces. Output measures are used to assess workload and the agency's efforts to address demands. Output measures measure workload and efforts and should be the third priority. Example - # of business license applications processed.

**Input/Explanatory/Activity Measure** - Resources that contribute to the production and delivery of a service. Inputs are "what we use to do the work." They measure the factors or requests received that explain performance (i.e. explanatory). These measures should be the last priority. Example - # of license applications received

How the Agency is Measuring its Performance		
	Objective Number and Description	Objective 5.5.1 - Serve on multi-agency task forces, committees, and authorities dedicated to statewide initiatives
	Performance Measure:	Number of agency personnel serving on multi-agency task forces or committees dedicated to public initiatives
	Type of Measure:	Outcome
Results	2013-14 Actual Results (as of 6/30/14):	4 initiatives supported
	2014-15 Target Results:	3 or more initiatives supported
	2014-15 Actual Results (as of 6/30/15):	4 initiatives supported
	2015-16 Minimum Acceptable Results:	3 or more initiatives supported
	2015-16 Target Results:	3 or more initiatives supported
Details	Does the state or federal government require the agency to track this? (provide any additional explanation needed, two cells over)	Only agency selected
	What are the names and titles of the individuals who chose this as a performance measure?	Comptroller General Richard Eckstrom
	Why was this performance measure chosen?	To enhance government effectiveness through collaborative efforts with other agencies and state officials
	If the target value was not reached in 2014-15, what changes were made to try and ensure it was reached?	N/A
	What are the names and titles of the individuals who chose the target value for 2015-16?	Comptroller General Richard Eckstrom
	What was considered when determining the level to set the target value in 2015-16 and why was the decision finally made on setting it at the level at which it was set?	Enhancing government effectiveness through collaborative efforts with other agencies and state officials
	Based on the performance so far in 2015-16, does it appear the agency is going to reach the target for 2015-16?	Yes
	If the answer to the question above is "questionable" or "no," what changes are being made to try and ensure it is reached or what resources are being diverted to ensure performance measures more likely to be reached, are reached?	N/A

### **POTENTIAL NEGATIVE IMPACT**

Instructions: Please list what the agency considers the most potential negative impact to the public that may occur as a result of the agency not accomplishing this objective. Next to, "Most Potential Negative Impact," enter the most potential negative impact to the public that may occur as a result of the agency not accomplishing the objective. Next to, "Level Requires Outside Help," enter the level at which the agency believes it needs outside help. Next to, "Outside Help to Request," enter the entities to whom the agency would reach out if the potential negative impact rises to that level. Next to, "Level Requires Inform General Assembly," enter the level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen. Next to, "3 General Assembly Options," enter three options for what the General Assembly could do to help resolve the issue before it became a crisis. The House Legislative Oversight Committee will provide this information to all other House standing committees, but will not address it itself until the agency is under study.

Most Potential Negative Impact	Agency fails to enhance government effectiveness through fewer or no collaborative efforts with other agencies and state officials
Level Requires Outside Help	If agency fails to enhance government effectiveness through fewer or no collaborative efforts with other agencies and state officials

## Objective Details 5.5.1

Outside Help to Request	Department of Administration
Level Requires Inform General Assembly	If agency fails to enhance government effectiveness through fewer or no collaborative efforts with other agencies and state officials
3 General Assembly Options	Eliminate unfunded mandates and redundant reporting mandates

### REVIEWS/AUDITS

*Instructions:* Below please list all external or internal reviews, audits, investigations or studies ("Reviews") of the agency which occurred during the past fiscal year that relates/impacts this objective. Please remember to maintain an electronic copy of each Review and any other information generated by the entity performing the Review as copies may be requested when the agency is under study. NOTE: Responses are not limited to the number of rows below that have borders around them, please insert as many rows as needed.

Matter(s) or Issue(s) Under Review	Reason Review was Initiated (outside request, internal policy, etc.)	Entity Performing the Review and Whether Reviewing Entity External or Internal	Date Review Began (MM/DD/YYYY) and Date Review Ended (MM/DD/YYYY)
Agency review	Legislative decision	House Legislative Oversight Committee (external)	(01/07/2015) (12/07/2015)

### PARTNERS

*Instructions:* Under the column labeled, "Current Partner Entities" list all entities the agency is currently working with that help the agency accomplish this objective. Under the "Ways Agency works with Current Partners," enter the ways the agency works with the entity (names of projects, initiatives, etc.) which helps the agency accomplish this objective. List only one partner per row and insert as many rows as necessary to list all of the partners. Note, if there is a large list of partners that all fit within a certain group, the agency can list the group instead of each partner individually. For example, if the agency works with every middle school in the state, the agency can list SC Middle Schools, instead of listing each middle school separately. As another example, if the agency works with every high school in Lexington county, the agency can list Lexington County High Schools, instead of listing each high school in the county separately.

Current Partner Entity	Ways Agency Works with Current Partner	Is the Partner a State/Local Government Entity; College, University; or Other Business, Association, or Individual?
State entities	Serving on multi-agency task forces, committees, and authorities dedicated to statewide initiatives	State entities

## Reporting Requirements

Agency Responding	Office of the Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

Instructions:

Agency Responding	Office of the Comptroller General	Office of the Comptroller General	Office of the Comptroller General	Office of the Comptroller General	Office of the Comptroller General	Office of the Comptroller General
Report #	1	2	3	4	5	6
Report Name:	Restructuring Report	Accountability Report	Dual Employment Report	Comprehensive Annual Financial Report (CAFR)	Travel Report	Fiscal Year-End Closeout Report and Press Release
<b>Why Report is Required</b>						
Legislative entity requesting the agency complete the report:	•House Legislative Oversight Committee	•Executive Budget Office	•Senate Finance Committee •House Ways and Means Committee		•Senate Finance Committee •House Ways and Means Committee •Statehouse Press Room	•Governor
Law which requires the report:	1-30-10 (G)(1)	1-1-810 1-1-820	8-11-35 (D)	11-7-60 117.58	117.26	11-11-40 11-11-50
Agency's understanding of the intent of the report:	Give detailed and comprehensive recommendations for the purposes of merging or eliminating duplicative or unnecessary divisions, programs, or personnel within each department to provide a more efficient administration of government services.	To make sure the objectives of the agency are being met to accomplish the mission of the agency.	To list the names of all employees receiving dual compensation and the amounts received. The report shall list information under the primary employing agency, and in the format which lists employees under the requesting agency or secondary agency.	Agencies, institutions, and other reporting entities required to submit annual audited financial statements for inclusion in the State's Comprehensive Annual Financial Report must comply with the submission dates stipulated in the State Auditor's Office audit contract. If the audit was not contracted by the State Auditor's Office, the final audited financial statements are due not later than October tenth for the prior fiscal year.	To report a listing for every agency receiving an appropriation in the annual General Appropriations Act. The listing must show at a minimum the top ten percent of employees for who travel expenses and registration fees were paid within each agency, not to exceed twenty-five employees per agency. Expenditures must include state, federal and other sources of funds.	To show the balance standing to the credit of several appropriations of the State, show the monthly expenditures and revenues, show the annual expenditures, and an itemized and complete financial balance sheet at the end of the last preceding appropriation year. Also, furnish an estimate of the financial needs of the State.
Year agency was first required to complete the report:	2015	1995	2002	1988	1995	1976
Reporting frequency (i.e. annually, quarterly, monthly):	Annually	Annually	Annually	Annually	Annually	Annually
<b>Information on Most Recently Submitted Report</b>						
Date Report was last submitted:	January 12, 2016	September 15, 2015	November 13, 2015	November 25, 2015	October 30, 2015	August 20, 2015
<b>Timing of the Report</b>						
Month Report Template is Received by Agency:	November	June	N/A	N/A	N/A	N/A
Month Agency is Required to Submit the Report:	January	September	November	December	November	November
<b>Where Report is Available &amp; Positive Results</b>						
To whom the agency provides the completed report:	•House Legislative Oversight Committee	•Executive Budget Office	•Senate Finance Committee •House Ways and Means Committee •The State Library	•Government Finance Officers Association (GFOA) •Nationally Recognized Municipal Securities Information Repositories •Governor •Lieutenant Governor •State Treasurer •The State Library •Speaker of the House •Chairman, Ways & Means Committee •Chairman, Senate Finance Committee •Revenue & Fiscal Affairs Office •Board of Economic Advisors •Executive Budget Office •South Caroliniana Library at USC •Insurance Reserve Fund •Archives & History •Department of Revenue •Bond Firms (Fitch Ratings, Inc., Moody's Investors Service, Standard & Poors Financial Services, LLC) •State Auditor's Office •CliftonLarsonAllen, CPA	•Senate Finance Committee •House Ways and Means Committee •Statehouse Press Room •The State Library	•Governor
Information in all these rows should be for when the agency completed the report most recently						
Website on which the report is available:	<a href="http://www.scstatehouse.gov">www.scstatehouse.gov</a>	<a href="http://www.admin.sc.gov/budget">www.admin.sc.gov/budget</a>	<a href="http://www.cq.sc.gov">www.cq.sc.gov</a>	<a href="http://www.cq.sc.gov">www.cq.sc.gov</a>	<a href="http://www.cq.sc.gov">www.cq.sc.gov</a>	<a href="http://www.cq.sc.gov">www.cq.sc.gov</a>
If it is not online, how can someone obtain a copy of it:						
Positive results agency has seen from completing the report:	Encouraged us to think long-term about the "back office" services we provide state agencies and ways to improve processes.	Encouraged review of our agency goals by executive/senior management.	Provides information of all employees receiving dual compensation, by listing names, amounts and paying agency.	Provides financial information about the State's operations during the year and describes its financial position at the end of the year. Bond agencies and financial professionals use the CAFR to evaluate the State's financial health.	This is a management tool to assist agency heads and state leaders in ensuring that the state's financial resources are being used efficiently.	Provides an overview of the state's finances when the books are closed on the fiscal year.

# Agency Recommendations and Feedback

Agency Responding	Office of the Comptroller General
Date of Submission	Jan. 12, 2016
Fiscal Year for which information below pertains	2015-16

## RESTRUCTURING RECOMMENDATIONS

Instructions: Please answer the questions below and add as many rows as needed.

Does the agency have any recommendations, minor or major, for restructuring?

Yes

If the agency has recommendations for restructuring, list each one on a separate row in the chart below. Add as many rows as needed.

Does the agency recommendation require legislative action?	Recommendation for restructuring
Yes	Establish minimum professional qualification requirements for the Comptroller General.
Yes	Appoint rather than elect the Comptroller General.
Yes	We would like to better reflect our program areas and change the designation of our "Information Technology Services" program area to "Other Services".
Yes	Establish a new Information Technology position to direct and oversee professional work examining, evaluating, and/or monitoring conformity with laws,
Yes	Establish new positions to provide closer accounting support and guidance to state agencies requesting it.

## FEEDBACK (Optional)

Instructions: Please answer the questions below to provide feedback on this Annual Restructuring Report ("Report").

Please list 1-3 benefits the agency sees in the public having access to the information requested in the Report, in the format it was requested.	Please list 1-3 benefits to agency management and employees in having all of this information available in one document.	Now that the agency has completed the Report, please list 1-3 things the agency could do differently next year (or it could advise other agencies to do) to complete the Report in less time and at a lower cost to the agency.
1 Report information is made readily available to public.	1 Report provides opportunity for agency management self-evaluation of operations and mission.	1
2 Agency is prompted to do self-evaluation of operations in preparing report.	2 Report provides a tool to orient new employees including new legislators who might not be familiar with agency operations and mission.	2
3 Report information provides opportunity for public/taxpayer oversight.	3	3

Does the agency believe this year's Restructuring Report was less burdensome than last year's?	Please list 1-3 changes to the Report questions, format, etc. the agency recommends to ensure the Report provides the best information to the public and General Assembly, in the least burdensome way to the agency.	Please add any other feedback the agency would like to provide (add as many additional rows as necessary)
No.	1 The report should restrict legal standards to include only those addressing the agency's core mission.	With efficiency in mind, perhaps the report might be required only when significant agency organizational changes occur, or once every two to three years.
Why or why not?	2 The report should maintain consistent format from year to year.	
The report was more burdensome than last year due to report format change, and redundancy/duplication of information requested within the report.	3 Link redundant information from tab to tab within the Excel workbook.	