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

Instructions and Examples for the Annual Request for Information

June 28, 2017

Contents

OVERVIEW

Committee Information

House Legislative Oversight Committee
Post Office Box 11867. Columbia, South Carolina 29211
Telephone: 803-212-6810; Fax: 803-212-6811

For online information, the agency may visit the South Carolina General Assembly Home Page (http://www.scstatehouse.gov) and click on *"Citizens' Interest"* then click on *"House Legislative Oversight Committee Postings and Reports."* This will list the information posted online for the Committee; click on the information the agency would like to review.

Submission Process

Please complete all of the tabs in the attached Excel document. The completed document should be submitted electronically by **Friday, September 15, 2017,** to the House Legislative Oversight Committee (HCommLegOv@schouse.gov) in: (1) Original electronic format (Excel), and (2) PDF for online reporting

You may direct any questions about this process to Committee staff.

Statutory Authority & Time to Respond

South Carolina Code Sections 2-2-50 provides the Committee statutory authority to request the agency complete the Request for Information (RFI). Pursuant to 2-2-50, the RFI must be answered," in writing under oath," and "[t]he head of the department or agency must sign the answers verifying them as true and correct." In addition, "[i]f any question contains a request for records, policies, audio or video recordings, or other documents, the question is not considered to have been answered unless a complete set of records, policies, audio or video recordings, or other documents is included with the answer."

2-2-50 requires the agency to answer the RFI within forty-five days but states the time for answering "may be extended for a period to be agreed upon by the investigating committee and the agency for good cause shown." As the agency is completing the Accountability Report and Budget Request documents during this time period, the time for responding has been extended from 45, as demonstrated in the deadline for submission above.

General Instructions

The responses provided to this report are considered sworn testimony from the agency director and will be published on the General Assembly's website.

The agency is required to complete the two Excel Templates listed below, (1) Basic Information Checklist; and (2) Comprehensive Strategic Plan Summary.

The following instructions and examples are provided in an effort to assist in completing these Templates. Additionally, each section of this document includes a checklist, which may be helpful if more than one person assists with completion of the request.

Also included in an effort to assist in completing the two required Templates, as well as one of the Templates in the Accountability Report, are optional worksheets. Information on the optional worksheets is provided in the section titled, "Instructions for Optional Worksheets."

Whether or not the agency utilizes the optional worksheets, it may be helpful for agency representatives to retain any notes taken when completing the required Templates, should any House Member ask during a meeting, or in another format, about the agency's analysis and basis for the information it provided. Also, potential questions are noted throughout the instructions and examples document.

Additionally, it may be helpful to read all of the instructions in these Guidelines prior to completing a Template or Worksheet.

If agency representatives have questions regarding any aspect of the request, Committee staff are available to provide assistance.

INSTRUCTIONS FOR REQUIRED TEMPLATES

The agency is required to complete the two Excel Templates listed below, (1) Basic Information Checklist; and (2) Comprehensive Strategic Plan Summary. If agency representatives have any questions, Committee staff are available to provide assistance.

Basic Information Checklist

To ensure information on the Oversight Committee's website remains current, please answer the questions in the Basic Information Checklist Chart.

Comprehensive Strategic Plan Summary

Please complete the Comprehensive Strategic Plan Summary Template, which is a tab in the attached Excel document.

Checklist

☐ ___________________________________ (Agency Personnel Responsible)

In this chart, please do the following:

a. In the **Mission** row, enter the agency's mission and law(s) that serve as the legal basis for the agency's mission.

b. In the **Vision** row, enter the agency's vision and law(s) that serve as the legal basis for the agency's vision.

c. In the **Comprehensive Strategic Plan Part and Description** column, enter the goals, strategies, and objectives which represent the agency's comprehensive strategic plan for 2017-18.

> What is a Comprehensive Strategic Plan?
>
> A Comprehensive Strategic Plan, unlike the Strategic Plan the agency provided in the Accountability Report, **includes all agency operations**. If an employee at the agency viewed the comprehensive strategic plan, the employee would know how what he or she does on a daily basis helps the agency achieve the plan.

d. In the **Intended Public Benefit/Outcome** column, enter the intended outcome of accomplishing each goal, strategy, and objective.

e. In the **2016-17 Total Number of FTEs available; and filled** column, type the total number of FTEs the agency had available and filled at the beginning of 2016-17.

f. In the **2016-17 # of FTE equivalents utilized** column, list the total number of employee equivalents working to accomplish each goal, strategy, and objective in 2016-17. Calculate the figure utilizing the method below.

> Note
>
> If agency has a goal, strategy, or objective for 2017-18 under the Strategic Plan Part and Description column, that the agency did not have in 2016-17, enter DNE, for "Did not exist," under the 2016-17 # of FTE equivalents utilized column in the rows with those particular goals, strategies, or objectives.

Example of how to calculate

Names of FTEs working on the goal, strategy, or objective	% of FTE's time spent toward the program
1)	
2)	
Add as many as needed	
Total %	
Total number of employee equivalents for program (Divide "Total %" by 100)	

g. In the **2016-17 Total amount appropriated and authorized to spend** column, enter the total amount the agency was appropriated and authorized to spend by the end of 2016-17 (the amount at the end of the year is requested as an agency's appropriations and authorizations may fluctuate during the year).

> How Optional Worksheet May Assist Agency
>
> If the agency completed the Comprehensive Strategic Finances Worksheet, the total amount the agency was appropriated and authorized to spend in 2016-17 will auto-fill from Line 15A in the Comprehensive Strategic Finances Chart.

h. In the **2016-17 Total amount spent** column, enter the total amount the agency spent on each objective in 2016-17.

> Note
>
> If the agency has a goal, strategy, or objective for 2017-18, which are the goals, strategies, and objectives listed under the Strategic Plan Part and Description column, that the agency did not have in 2016-17, enter DNE under the 2016-17 Total amount spent column in the rows with those particular goals, strategies, or objectives.

> How Optional Worksheet May Assist Agency
>
> If the agency completed the Comprehensive Strategic Finances Worksheet, the agency will have these amounts that it can simply copy over.

i. In the **2017-18 Total Number of FTEs available; and filled** column, type the total number of FTEs the agency had available and filled at the beginning of 2017-18.

j. In the **2017-18 # of FTE equivalents utilized** column, list the total number of employee equivalents working to accomplish each goal, strategy, and objective in 2017-18. Calculate the figure utilizing the method described in subpart f. on the previous page.

k. In the **2017-18 Total amount appropriated and authorized to spend** column, enter the total amount the agency anticipates it will be appropriated and authorized to spend by the end of 2017-18 (the amount at the end of the year is requested as an agency's appropriations and authorizations may fluctuate during the year).

> How Optional Worksheet May Assist Agency
>
> If the agency completed the Comprehensive Strategic Finances Worksheet, the total amount the agency was appropriated and authorized to spend in 2017-18 will auto-fill from Line 15B in the Comprehensive Strategic Finances Chart.

l. In the **2017-18 Total amount spent** column, enter the total amount the agency spent on each objective in 2017-18 from the Comprehensive Strategic Finances Chart.

> How Optional Worksheet May Assist Agency
>
> If the agency completed the Comprehensive Strategic Finances Worksheet, the agency will have these amounts that it can simply copy over.

m. In the **Associated Performance Measures** column, please enter the performance measures the agency believes are associated with each objective, strategy, and goal. If agency representatives use third parties to provide services, these may include measures agency representatives track when monitoring the performance of the third parties.

> Note
>
> Do not enter a performance measure multiple times. If a performance measure relates to…
>
> - A single objective, enter the measure beside that objective;
> - Multiple objectives under the same strategy, enter the performance measure beside the strategy;
> - Multiple objectives under multiple strategies, under the same goal, enter the performance measure beside the goal

> Potential Question
>
> Agency representatives may be asked to explain why or how the performance help gage efficiency or progress in achieving an objective, strategy, or goal.

n. In the **Associated Organizational Unit(s)** column, enter the organizational unit(s) from the Organizational Units Chart that have a part in the agency accomplishing each goal, strategy, and objective.

> <u>What is an Organizational Unit?</u>
>
> Every agency has some type of organization and hierarchy as reflected in the agency's organizational chart. Within the organization and hierarchy are separate organizational units. An agency may refer to these units as departments, divisions, functional areas, cost centers, etc. Each unit is responsible for contributing to the agency's ability to provide services and products. To ensure all agency employees understand how their work contributes to the agency's ability to provide the most effective services and products in the most efficient manner, each organizational unit has at least one (and in most cases multiple), objectives, strategies, or goals for which it is solely responsible. The units' responsibility for these aspects of the agency's comprehensive strategic plan allow each employee to see the individual objectives for which his or her unit is striving and how the employee's performance contributes to the agency's overall plan.

> <u>How Optional Worksheet May Assist Agency</u>
>
> Completing the Organizational Units Worksheet will allow the agency to view all of its organizational units, and the purpose of each, which may help the agency more quickly determine which units are associated with each goal, strategy, and objective.

o. In the **Responsible Employee Name & Time staff member has been responsible for the goal or objective (i.e., more or less than 3 years)** column, enter the name of the individual who has primary responsibility/accountability for each goal, strategy, and objective. Also, enter "more than three years" or "less than 3 years" as the appropriate indicator for the length of time for primary responsibility/accountability.

> <u>Who is a Responsible Employee?</u>
>
> The Responsible Employee for a goal is accountable for accomplishment of all of that goal. He/she may have teams of employees to help accomplish the goal. He/she, in conjunction with his/her team(s) and approval from superiors, determines the strategy and objectives needed to accomplish the goal. The Responsible Employee for a strategy has employees and possibly different teams of employees to help accomplish the objectives under the strategy. The Responsible Employee for an objective is the person who, in conjunction with his/her employees and approval from superiors, sets the performance measure targets and heads the plan for how to accomplish the objective(s) for which he/she is responsible.

p. In the **Does this person have input into the budget for this goal, strategy or objective?** column, enter "Yes" if the Responsible Employee has input into the budget set for the strategy or objective or "No" if he/she does not have input.

q. In the **Partners, by segment, the agency works with to achieve the objective** column, enter the applicable partner segment(s) for each goal, strategy, and objective. Please only include one or more of the following segments: (1) Federal Government; (2) State Government; (3) Local Government; (4) Higher Education Institute; (5) K-12 Education Institute; (6) Private Business; (7) Non-Profit Entity; (8) Individual; or (9) Other.

INSTRUCTIONS FOR OPTIONAL WORKSHEETS

The optional worksheets are included in an effort to assist in completing the required Excel Templates. The optional worksheets, and ways in which completing them may assist the agency, are listed below. Of note, the agencies most recently identified for study are completing these and the Comprehensive Strategic Plan Summary Chart as part of their Program Evaluation Report.

Worksheet	How it may assist the Agency
Deliverables	Assist in completing the "Services/Product provided to customer" column and the "Customer Segment" column in the Accountability Report's Customer Template.
Organizational Units	Assist in completing the "Associated Organizational Unit(s)" column in the Annual Request for Information's Comprehensive Strategic Plan Summary Template.
Comprehensive Strategic Finances	Assist in completing the "2016-17 Total Amount Spent per objective" column and the "2017-18 Total Amount Budgeted per objective" column in the Annual Request for Information's Comprehensive Strategic Plan Summary Template.

Deliverables

The Deliverables Worksheet is a tab in the attached Excel document. It may be helpful to read all of the instructions below prior to starting on the Chart. In this chart, please do the following:

Checklist

☐ ___________________________________ (Agency Personnel Responsible)

Please do the following to complete the first four columns:

a. Sort the Legal Standards Chart in this year's Accountability Report by the last column, "Does this law specify a deliverable the agency must or may provide?" column.

   i. Review the laws which have "No" in the law column to determine if the law does not state a specific deliverable the agency must or may provide, but agency representatives believe the agency has to provide a deliverable to satisfy the requirements of the law. If this is the case, change "No" to "Yes-Implied."

b. Analyze the laws which have "Yes" or "Yes-Implied" in the last column (i.e., "Does this law specify a deliverable the agency must or may provide?") to determine the specific deliverables, which the agency will list in the **Deliverable** column of the Deliverables Chart.

Note When analyzing the laws consider which laws state deliverables that may be better to list alone versus laws that may be grouped together as they all require, or allow something similar, as appropriate (e.g., There are numerous state statutes which outline different licenses the Department of Natural Resources (DNR) must issue, which DNR may wish to group together into the following single deliverable: "Issue licenses").

c. Based on the agency's self-analysis of these laws, if the "Does this law specify a deliverable the agency must or may provide?" column in the Laws Chart states,

   i. "Yes" → Then in the Deliverables Chart, list each deliverable the law specifically states the agency may or must provide in the **Deliverable** column. Enter the applicable law(s) in the **Applicable Laws** column. In the **Does the Law(s) specify** a deliverable the agency must or may provide column…

      i. Select "Require" from the drop down menu if the agency believes the law(s) require the agency to provide the deliverable (words in the law(s) like *must* or *shall*, are indicators that the deliverable is required); or

      ii. Select "Allow" if the agency believes the law(s) allow the agency to provide the deliverable, but does not require the agency provide it (a word in the law like *may* is an indicator the deliverable is allowed, but not required).

   ii. "Yes-Implied" → Then in the Deliverables Chart, list each deliverable the agency provides because it believes the deliverable must be provided to satisfy the requirements of the law in the **Deliverable** column. Enter the applicable law(s) in the **Applicable Laws** column. In the **Does the Law(s) specify** a deliverable the agency must or may provide column, select "Not Address."

d. After entering all of the deliverables based on the agency's analysis of the Laws Chart, the agency may wish to share the Deliverables chart to organizational unit (e.g., department, division, etc.) heads to have them review and provide information on any other deliverables the agency provides that are not already included in the Deliverables chart. If there are additional deliverables to add…

    i. List each additional deliverable on separate rows in the **Deliverable** column. In the **Applicable Laws** column, list the law(s) that relate to the deliverable, if any. In the **Does the Law(s) specify** a deliverable the agency must or may provide column,
        i. Select "Require" from the drop down menu if the agency believes the law(s) require the agency to provide the deliverable.
        ii. Select "Allow" if the agency believes the law(s) allow the agency to provide the deliverable, but does not require the agency provide it.
        iii. Select "Not Address" as appropriate.

e. If the agency can complete the remaining columns based on what it entered in the Deliverable column, move ahead to "Please do the following to complete the remaining columns:"

   If the deliverable is too broad to complete the remaining columns, list each specific products/services that is provided as part of the deliverable, in the **Deliverable Component (if needed)** column. If there are multiple services or products associated with the deliverable, insert additional rows to ensure each service or product is listed on a different row. When listing the services and products, only be as specific as needed to complete the information required in the remaining columns of the Chart.

f. In the **Item #** column, type "1" on the first row, "2" on the second row, etc., until there is an item number on each row with a deliverable and/or deliverable component, if any are needed.

Please do the following to complete the remaining columns:

g. In the **Does the agency evaluate customer satisfaction?** column, select "Yes" from the drop down menu if the agency evaluates the satisfaction of individuals who receive the deliverable from the agency, or the more specific product/service, if the agency needed to list these. Select "No" if the agency does not evaluate customer satisfaction.

h. In the **Is the agency permitted by statute, regulation, or proviso to charge for it?** column, select "Yes" from the drop down menu if the agency is permitted to charge others for the deliverable, or the more specific product/service, if the agency needed to list these. Select "No" if the agency is not permitted to charge for the deliverable.

i. In the last three columns, select "Yes" if the agency knows the information or "No" if the agency does not. These columns ask if the agency knows the following for the deliverable, or more specific product/service (if those are listed by the agency): **Cost per unit; Annual # of potential customers; and Annual # of customers served**.

Organizational Units

The Organizational Units Worksheet is a tab in the attached Excel document.

Checklist

☐ ________________________________ (Agency Personnel Responsible)

In this chart, please do the following:

a. In the **Does the agency have an exit interview and/or survey, evaluation, etc., it utilized when employees left the agency**? row at the top, enter "Yes" or "No" for each year.

> Example
>
> If the agency had an exit interview and/or survey, evaluation, etc., it utilized when employees left the agency in 2014-15, did not have one in 2015-16, and had one again in 2016-17, it would appear like this:
>
> | | |
> |---|---|
> | **Did the agency have an exit interview and/or survey, evaluation, etc. when employees left the agency in 2014-15; 2015-16; or 2016-17?** (Y/N) | 2014-15: Yes
2015-16: No
2016-17: Yes |

> Potential Question
>
> If agency representatives enter "Yes," please be prepared to explain what information is obtained from the interview and/or survey, evaluation, etc., how the data is tracked, and actions taken as a result of the information, if a Member asks the agency.

b. In the **Organizational Unit** column, enter the name of each organizational unit *currently utilized* by the agency on a separate row. Please include the organizational units the agency director utilizes when managing the agency.

> What is an Organizational Unit?
>
> Every agency has some type of organization and hierarchy as reflected in the agency's organizational chart. Within the organization and hierarchy are separate organizational units. An agency may refer to these units as departments, divisions, functional areas, cost centers, etc. Each unit is responsible for contributing to the agency's ability to provide services and products. To ensure all agency employees understand how their work contributes to the agency's ability to provide the most effective services and products in the most efficient manner, each organizational unit has at least one (and in most cases multiple), objectives, strategies, or goals for which it is solely responsible. The units' responsibility for these aspects of the agency's comprehensive strategic plan allow each employee to see the individual objectives for which his or her unit is striving and how the employee's performance contributes to the agency's overall plan.

c. In the **Role of Organizational Unit** column, enter the role of each unit.

d. In the **Turnover Rate in the organizational unit** column, calculate the turnover rate in each organizational unit as outlined below and enter that rate for each year.

<u>How to Calculate Turnover</u>

1. Calculate the average number of employees by using the method below which is most applicable to the agency.

    (1) If agency representatives determine the total number of employees at regular intervals during the year, add together the total number of employees at each interval, then divide by the number of intervals to obtain the average number of employees.

    OR

    (2) If agency representatives do not determine the total number of employees at regular intervals during the year, add the total number of employees at the beginning of the year and the total number at the end of the year, then divide this total by two to obtain the average number of employees.

2. Calculate the number of separations that occurred during the year. Note, the number of separations during a month includes both voluntary and involuntary terminations (includes those that go to work for other SCEIS or non-SCEIS entities). Employees who are temporarily laid off, on furloughs or on a leave of absence are not included.

3. Divide the number of separations during the year by the average number of employees.

4. Multiply by 100.

Source: Society for Human Resource Management

If the organizational unit did not exist during one of the years, enter "DNE" as an acronym for "Does not exist."

<u>Example</u>

If the unit did not exist in 2014-15, its turnover rate in 2015-16 was 10% and its turnover rate in 2016-17 was 5%, it would appear like this:

Turnover Rate in the organizational unit in 2014-15; 2015-16; and 2016-17?
2014-15: DNE 2015-16: 10% 2016-17: 5%

e. In the **Did the agency evaluate and track employee satisfaction in the organizational unit** column, enter "Yes" or "No" for each year.

<u>Potential Question</u> If agency representatives enter "Yes," please be prepared to explain how employee satisfaction is evaluated and action taken, if any, as a result of the findings of the evaluation, if a Member asks the agency.

f. In the **Did the agency allow for anonymous feedback from employees in the organizational unit** column, enter "Yes" or "No" for each year.

<u>Potential Questions</u> If agency representatives enter "Yes," please be prepared to the methods through which the feedback is allowed and any changes at the agency resulting from feedback received in the past, if a Member asks the agency.

g. In the **Did any of the jobs in the organizational unit require a certification** column, enter "Yes" or "No" for each year.

<u>Examples</u> Some professions that require certification: teaching; medical; legal; accounting; etc.

h. In the **If yes for any years in the previous column, does the agency pay for, or provide in-house, classes/instruction/etc. needed to maintain all, some, or none of the required certifications?** column, enter the following for all applicable years,

   i. "All" if the agency paid for, or provided in-house, classes/instruction/etc., needed to maintain all of the required certifications for all of the jobs in the unit that required a certification.

   ii. "None" if the agency did NOT pay for, or provide in-house, classes/instruction/etc. needed to maintain any of the required certifications for any of the jobs in the unit that required a certification.

   iii. "Some," if the agency paid for, or provided in-house, classes/instruction/etc. needed to maintain SOME of the required certifications.

i. Please delete all rows not utilized.

Comprehensive Strategic Finances

The Comprehensive Strategic Finances Worksheet is a tab in the attached Excel document.

Checklist

☐ ________________________________ (*Comprehensive Strategic Finances Chart* - Agency Personnel Responsible)

Note

This chart seeks to learn about the financial resources available to the agency and, more specifically, how the agency has utilized the resources it was appropriated and authorized to spend in working toward achieving its comprehensive strategic plan.

Line #s	Topic
1-5	• Revenue sources and revenue earned the prior year;
6-8	• Funds in which revenues were deposited and Fund cash balances at the start of the year;
9-15	• Appropriations and Authorizations for the year (i.e., amount allowed to spend);
16	• Database(s) through which the agency tracks its spending;
17-22	• Amount spent toward the agency's comprehensive strategic plan during the year;
23-24	• Amount spent/transferred not toward the agency's comprehensive strategic plan;
25-32	• Appropriations and authorizations remaining at the end of the year; and
33-34	• Cash balances at the end of the year.

For the 2016-17 Comprehensive Strategic Spending refer to the instructions below for lines 1A through 32A. For the 2017-18 Comprehensive Strategic Budgeting, which is directly below the 2016-17 Strategic Spending, start back at the top and refer to the instructions for lines 1B through 34B.

Note

Many items will auto-fill in the Excel document.

Lines #1-3, **Revenue Source**, request information about the different sources from which the agency generates revenue and/or is provided money.

- **Line #1A**: Please enter sources of revenue for the agency in separate columns. Group the revenue sources however is best for the agency to provide the information requested in the remaining rows of the chart, with the following caveats:
    - Please do not combine recurring and one-time sources; and
    - If there are multiple revenue sources that the agency deposits into the same fund in SCEIS, please list these sources in consecutive columns. This is requested so the cash balances in each fund, which are requested in a later line in the chart, are easier to delineate.

How to Add Columns for Additional Revenue Sources

As many revenue sources as needed may be included (e.g., general appropriation programs, proviso 18.2, proviso 19.3, grant ABC, grant XYZ, Motor Vehicle User Fees, License Fines, etc.). To add two additional columns in which to list revenue sources, please follow the steps below so the formatting stays the same. Follow these steps again to add more columns until the agency has the number of columns desired.

- On the mouse, left click the “F” at the top of column F, so the entire column is highlighted.
- On the keyboard, press, and hold down the CTRL key.
- While holding down the CTRL key, hover the mouse over the “G” at the top of column G and left click, so now the entire column F and the entire column G are highlighted.
- Right click anywhere in the highlighted columns to bring up the pop up menu. In the pop up menu, click “Copy.”
- Select the cell below “H” at the top of column H (select the cell, not the letter H), by left clicking on it.
- Finally, right click on the cell, to bring up the pop up menu. In the pop up menu, click “Paste.”

Line #1B: This will auto-fill from Line #1A. If the agency anticipates additional revenue sources in 2017-18, add additional columns, as instructed in the note above.

Auto-fills

- Line #2A: For each revenue source, please enter whether the revenue source is a recurring source or a one-time revenue source.

Line #2B: This will auto-fill from Line #2A.

Auto-fills

- Line #3A: For each revenue source, please enter whether the revenue source is state, federal, or other.

Line #3B: This will auto-fill from Line #3A.

Auto-fills

Line #4, Revenue Generated Last Year, requests information about the total revenue generated from each revenue source last year.

- Line #4A: The cell under “Total” will automatically sum the amounts in the other columns. In the other columns, please enter the revenue generated by each revenue source in 2015-16. Do not include carryforward from 2014-15 to 2015-16, just revenue from 2015-16.

Line #4B: “Total” cell will auto-calculate. In the remaining columns, please enter the revenue generated by each revenue source in 2016-17.

- Line #5A: For each revenue source, please enter “Agency” if the revenue remains with the agency or “General Fund,” if the revenue goes back to the general fund.

Line #5B: This will auto-fill from Line #5A.

Auto-fills

Lines 6-7, Funds in SCEIS where Revenue deposited, request information about the Fund, in the Funds Management module of the South Carolina Enterprise Information System (SCEIS).

Line #6A: For each revenue source, please enter the Fund number in SCEIS that corresponds to the fund in which the revenue source is deposited. The same Fund # may be listed in numerous columns since the agency may deposit money from multiple revenue sources into the same Fund. See example for Lines #6-8 below.

Line #6B: This will auto-fill from Line #6A. Auto-fills

- **Line #7A**: For each revenue source, please enter the description of the Fund in SCEIS that corresponds to the fund in which the revenue source is deposited.

Line #7B: This will auto-fill from Line #7A. Auto-fills

Line #8, Cash Balances at Start of Year, requests information about the cash balances in each of the agency's Funds. This is different than the amounts the agency is appropriated and authorized (i.e., permitted to spend), which are addressed in later lines.

- **Lines #8A**: The cell under "Total" will automatically sum the amounts in the other columns. In the other columns, please enter the cash balance for each Fund as of July 1, 2016. If the same Fund appears in multiple columns, please enter the cash balance for that Fund only once, in the column where the Fund is first listed, UNLESS there is recurring and non-recurring money in the Fund. If there is recurring and non-recurring money in the Fund, list the cash balance for the recurring money once, and the cash balance for each non-recurring money once.

Line #8B: This will auto-fill from Line #8A. Auto-fills

Example - Lines #6-8

30350000 Operating Revenue	30350000 Operating Revenue	31810000 Election List Sales	47D50000 HAVA
$ 160,734	$	$ 171,880	$ 445,494

Lines #9-10, General Appropriations Act Programs, request information about the Programs listed in the General Appropriations Act that correspond to where money from each revenue source was appropriated or authorized.

- **Line #9A**: For each revenue source, please enter the State Funded Program number in SCEIS that corresponds to the revenue source. See example for Lines #9-10 on next page.

Note

A State Funded Program # may be listed in numerous columns since multiple revenue sources may correspond to that one State Funded Program. Multiple State Funded Program #s may also be listed in one column since a single revenue source may correspond to multiple State Funded Programs.

Line #9B: This will auto-fill from Line #9A. Auto-fills

- **Line #10A**: For each revenue source, please enter the State Funded Program description that appears in the General Appropriations Act and corresponds to the revenue source.

<u>Note</u>

A State Funded Program Description may be listed in numerous columns since multiple revenue sources may correspond to that one State Funded Program. Multiple State Funded Program descriptions may also be listed in one column since a single revenue source may correspond to multiple State Funded Programs.

Line #10B: This will auto-fill from Line #10A. Auto-fills

<u>Example - Lines #9-10</u>

0501.100000X000	0501.100000X000	2502.000000.000	0100.010000.000; 3500.050000X0000	9800.300000X000
I. Administration (HAVA)	I. Administration (FVAP)	III. Public Information/Training	I. Administration; V. Statewide / Special Primaries	V. Statewide / Special Primaries (Pres. Pref. Primaries)

Lines #11-15, <u>Amounts Appropriated and Authorized</u>, request information about the amounts the agency is appropriated and authorized to spend.

- **Line #11A**: The cell under "Total" will automatically sum the amounts in the other columns. In each of the other columns, please enter the appropriations and authorizations to the agency in 2015-16, which the agency did not spend but was allowed to carryforward and spend in 2016-17.

  Line #11B: Please enter the appropriations and authorizations to the agency in 2016-17, which the agency did not spend, but is allowed to carryforward and spend in 2017-18. The "Total" cell will auto-calculate.

- **Line #12A**: The cell under "Total" will automatically sum the amounts in the other columns. In each of the other columns please enter the appropriations and authorizations to the agency in 2016-17.

  Line #12B: Please enter the appropriations and authorizations to the agency in 2017-18 from each revenue source. The "Total" cell will auto-calculate.

- **Line #13A**: The cell under "Total" will automatically sum the amounts in the other columns and the other columns will auto-calculate based on the amounts in Lines #11A-12A. Auto-fills

  Line #13B: The cell under "Total" will auto-calculate based on the amounts in the other columns and the other columns will auto-calculate based on the amounts in Lines #11B-12B. Auto-fills

- **Line #14A**: The cell under "Total" will automatically sum the amounts in the other columns. In the other columns, please enter the amounts added, or subtracted from the initial authorization and appropriations during 2016-17 since the appropriations and authorizations to the agency may change during the year.

Line #14B: The cell under "Total" will automatically sum the amounts in the other columns. In the other columns, please enter the amounts the agency budgets will be added, or subtracted from the initial authorization and appropriations during 2017-18.

- **Line #15A**: The cell under "Total" will automatically sum the amounts in the other columns and the other columns will auto-calculate based on the amounts in Lines #13A-14A. Auto-fills

Line #15B: The cell under "Total" will auto-calculate based on amounts in the other columns and the other columns will auto-calculate based on the amounts in Lines #13B-14B. Auto-fills

Line #16, <u>How Spending is Tracked</u>, requests information about where detailed information on how the agency spent its appropriations and authorizations can be found.

- **Line #16A**: For each revenue source, please list all databases in which agency representatives track information about how money from that revenue source is spent.

<u>Example</u>

If expenditures are only tracked through SCEIS, the agency enters: SCEIS. If expenditures are tracked through SCEIS and internal agency systems, the agency enters: SCEIS; Name of database, Excel Chart, Quickbooks, etc.

Line #16B: This will auto-fill from Line #16A. Auto-fills

Lines #17-22, <u>Spent toward Agency's Comprehensive Strategic Plan</u>, request information about how much the agency spent toward its comprehensive strategic plan during the year.

- **Line #17A-B**: This will auto-fill based on information entered in Line #1A. Auto-fills

- **Line #18A**: If the revenue source is a multi-year grant, please enter the number of years, including 2016-17, that remain on the grant.

Line #18B: This will auto-calculate by subtracting one year from the number of years in Line #18A. Auto-fills

- **Line #19A**: For each revenue source, please provide a brief explanation of external restrictions, if any, limiting how the agency can utilize money from that revenue source.

Line #19B: This will auto-fill from Line #19A. Auto-fills

- **Line #20A-B**: This line will auto-fill based on information entered in Line #10A. Auto-fills

- **Line #21A-B**: This line will auto-fill based on information entered in Line #15A. Auto-fills

Comprehensive Strategic Plan Lines:

- **Below Line 21A**.
    - **1)** Oversight Committee staff entered the agency's strategic plan from the most recent Accountability Report. Please make any revisions, including adding or deleting rows, necessary so it accurately reflects the agency's complete 2016-17 Comprehensive Strategic Plan.

<u>What is a Comprehensive Strategic Plan?</u> A Comprehensive Strategic Plan, unlike the Strategic Plan the agency provided in the Accountability Report, **includes all agency operations**. If an employee at the agency viewed the comprehensive strategic plan, the employee would know how what he or she does on a daily basis helps the agency achieve the plan.

- - **2)** Next, under each revenue source, please enter the amount of money the agency spent from the in 2016-17 on each Objective (for Line #21B the agency will enter the amount it has budgeted to spend in 2017-18 on each Objective). This should include all costs. Calculate these amounts using whatever method agency representatives prefer. A sample methodology is included on the next page.

Example Methodology to determine costs associated with each objective

By adding the operational cost and employee salary and fringe costs, as shown below, agency representatives determine the total amount spent on each objective.

Operational Costs

- Analyze the expenditures (less employee costs) of each organizational unit to determine if any cost is associated totally with one objective. If so, charge that cost entirely to that objective.

- The remaining hard costs for that organizational unit are charged percentage-wise to the objectives related to that organizational unit.

Employee Salary and Fringe Costs

- Initially analyze employee cost and fringes to ascertain if any one employee or group of employees are associated with a single objective and if so, allocate their salary and fringes to that objective.

    - For example, an investigator may spend his entire time working toward Objective 3.2.2 (Audit field records to ensure matched with Certification records) even though his position is associated with the Director's office.

- The remaining employees' salaries and fringes are then charged percentage-wise to the appropriate objective costs. To calculate the employee costs related to each objective percentage-wise, ask employees which objectives their daily activities go toward accomplishing and what percentage of their time goes to each (The agency may wish to utilize simple percentages such as 10%, 25%, 50%, and 75%). Then multiply those percentages by the employee's total cost to the agency (i.e., salary, fringe benefits) to determine how much the agency spent, in the form of employee costs, toward accomplishing the objective.

    - For example, if an employee's total cost to the agency was $100,000 and 50% of the employee's time went toward activities that helped accomplish Objective 1.1.1, the agency adds $50,000 to the amount the agency spent toward accomplishing Objective 1.1.1.

Potential Question

Please be prepared to explain the methodology used, as well as the operating and employee costs included for each objective, should Members ask the agency.

- **Below Line 21B** . Please do the same as instructed for Below Line 21A, but for the agency's complete 2017-18 Comprehensive Strategic Plan.

- **Line #22A-B**: The cell under "Total" will automatically sum the amounts in the other columns and the other columns will auto-calculate based on the amounts entered in the Comprehensive Strategic Plan Lines.

Auto-fills

Lines #23-24, Spent/Transferred not toward the Agency's Comprehensive Strategic Plan, request information about spending or transfers not related to the agency's comprehensive strategic plan.

- Below line 23A-B
  - First, please enter on separate rows, each purpose and/or entity, to which the agency was appropriated or authorized money that does not relate to the agency accomplishing its comprehensive strategic plan. The agency may add as many rows as needed.

Note This may include money not requested by the agency and/or money the agency is legislatively directed to pass through to another entity.

  - Next, under each revenue source, please enter the amount of money from that source that went to each purpose and/or entity.
  - The cell under "Total" will automatically sum the amounts in the other columns.
- Line #24A-B: The cell under "Total" will automatically sum the amounts in the other columns and the other columns should auto-calculate based on the amounts entered on the lines above it. The formula may need to be adjusted depending on if the agency adds additional rows. Auto-fills

Lines #25-32, Appropriations and Authorizations remaining at end of year, auto-fill to provide information about the appropriations and authorizations remaining.

- Line #25A-B: This line will auto-fill based on information entered in Line #1A-B. Auto-fills
- Line #26A-B: This line will auto-fill based on information entered in Line #2A-B. Auto-fills
- Line #27A-B: This line will auto-fill based on information entered in Line #3A-B. Auto-fills
- Line #28A-B: This line will auto-fill based on information entered in Line #10A-B. Auto-fills
- Line #29A-B: This line will auto-fill based on information entered in Line #15A-B. Auto-fills
- Line #30A-B: The cell under "Total" will automatically sum the amounts in the other columns and the other columns will auto-fill based on information entered in Line #22A-B. Auto-fills
- Line #31A-B: The cell under "Total" will automatically sum the amounts in the other columns and the other columns will auto-fill based on information entered in Line #24A-B. Auto-fills
- Line #32A-B: The cell under "Total" will automatically sum the amounts in the other columns and the other columns will auto-calculate based on the amounts entered in Lines #29-31A-B. Auto-fills

Lines #33-34, Cash Balances at end of year, request information about cash balances remaining.

- **Line #33A-B**: This line will auto-fill based on information entered in the Line #7A-B. Auto-fills
- **Line #34**: The cell under "Total" will automatically sum the amounts in the other columns. In the other columns please enter the cash balance for each fund as of June 30, 2016.
    - **Line #34B**: The cell under "Total" will automatically sum the amounts in the other columns. In the other columns please enter the cash balance for each fund as of June 30, 2017.

Basic Information Checklist

Agency Responding	
Date of Submission	

(1) If information on each of the following topics below is not available on the agency's website, please enter "Not available on agency website, see agency's Program Evaluation Report." If the information is available on the agency's website, please provide the link to the page on the agency's website where each can be found.	
History	
Governing Body	
Internal Audit Process	
Contact this Agency	

(2) Is the information the agency has on its website (or submitted in its Program Evaluation Report, if not on the agency's website) related to each of the following topics up to date as of the date this Annual RFI is submitted? (Y/N)	
History	
Governing Body	
Internal Audit Process	
Contact this Agency	

(3) If the agency answered No to any of the items in question two, please either (1) enter "See emailed document," and submit a Word document with complete, up to date, information so the Oversight Committee can post it on the Oversight webpage; or (2) enter the date the information will be updated on the agency's website.	
History	
Governing Body	
Internal Audit Process	
Contact this Agency	

Comprehensive Strategic Plan Summary

Agency Responding	
Date of Submission	

Mission: Insert Mission here Legal Basis:
Vision: Insert Vision here Legal Basis:

2016-17		2017-18	
Total # of FTEs available / Total # filled	Total amount Appropriated and Authorized to Spend	Total # of FTEs available / Total # filled	Total amount Appropriated and Authorized to Spend
Available: Filled:	$ -	Available: Filled:	$ -

Amount of remaining	Amount remaining
$ -	$ -

2017-18 Comprehensive Strategic Plan Part and Description (e.g., Goal 1 - Insert Goal 1; Strategy 1.1 - Insert Strategy 1.1; Objective 1.1.1 - Insert Objective 1.1.1)	Intended Public Benefit/Outcome: (Ex. Outcome = incidents decrease and public perceives that the road is safer)	2016-17 # of FTE equivalents utilized	2016-17 Total amount spent	2017-18 # of FTE equivalents planned to utilize	2017-18 Total amount budgeted	Associated Performance Measures	Associated Organizational Unit(s)	Responsible Employee Name & Time staff member has been responsible for the goal or objective (e.g. John Doe (responsible less than 3 years) or Jane Doe (responsible more than 3 years))	Does this person have input into the budget for this goal, strategy or objective? (Y/N)	Partner(s), by segment, the agency works with to achieve the objective (Federal Government; State Government;Local Government; Higher Education Institute; K-12 Education Institute; Private Business; Non-Profit Entity; Individual; or Other)
Goal 1:										
Strategy 1.1:										
Objective 1.1.1:										

Spent/Transferred not toward Agency's Comprehensive Strategic Plan				
Unrelated Purpose #1 - insert description:				
Insert any additional unrelated purposes				

The contents of this chart are considered sworn testimony from the Agency Director.

Deliverables

Agency Responding	
Date of Submission	

Note: Delete any rows not needed; Add any additional rows needed

How to Format Law Citations under "Applicable Laws" column:

When adding law(s), please cite them as follows and, if there are multiple laws, separate them with a ";":

State Constitution: Article # . *Title of Article* . Section # . *Title of Section* (Example - Article IV. Executive Department. Section 12. Disability of Governor)

State Statute: *## - ## - ## . Name of Provision* . (Example - 1-1-110. What officers constitute executive department.)

Federal Statute: *Title #* . U.S.C. *Section #* (*Any common name for the statute*)

State Regulation: *Chapter # - Section # (Any common name for the regulation)*

Federal Regulation: *Title #* C.F.R. *Section #* (*Any common name for the regulation*)

State Proviso: Proviso *## .#* (*Proviso Description*), 2015-16 (or whichever year is applicable) Appropriations Act Part 1B (Example - 117.9 (GP: Transfers of Appropriations), 2014-15 Appropriations Act, Part 1B.)

							Does the agency know the…		
Item #	Deliverable (i.e. service or product)	Applicable Laws	Does the law(s)… A) Specifically REQUIRE the agency provide it (must or shall)? B) Specifically ALLOW the agency to provide it (may)? C) Not specifically address it?	Deliverable Component (if needed) - If deliverable is too broad to complete the remaining columns, list each product/service associated with the deliverable, and complete the remaining columns	Does the agency evaluate customer satisfaction? (Y/N)	Is the agency permitted by statute, regulation, or proviso to charge for it? (Y/N)	cost per unit? (Y/N)	annual # of potential customers? (Y/N)	annual # of customers served? (Y/N)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									

The contents of this chart are considered sworn testimony from the Agency Director.

Organizational Units

Agency Responding	
Date of Submission	

Did the agency have an exit interview and/or survey, evaluation, etc. when employees left the agency in 2014-15; 2015-16; or 2016-17? (Y/N)	2014-15: 2015-16: 2016-17:

Note: Delete any rows not needed; Add any additional rows needed

Organizational Unit	Purpose of Unit	Turnover Rate in the organizational unit in 2014-15; 2015-16; and 2016-17?	Did the agency evaluate and track employee satisfaction in the organizational unit in 2014-15; 2015-16; and 2016-17? (Y/N)	Did the agency allow for anonymous feedback from employees in the organizational unit in 2014-15; 2015-16; and 2016-17? (Y/N)	Did any of the jobs in the organizational unit require a certification (e.g., teaching, medical, accounting, etc.) in 2014-15; 2015-16; and 2016-17? (Y/N)	If yes, for any years in the previous column, did the agency pay for, or provide in-house, classes/instruction/etc. needed to maintain all, some, or none of the required certifications?
		2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:
		2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:
		2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:
		2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:
		2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:
		2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:
		2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:
		2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:
		2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:
		2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:
		2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:
		2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:
		2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:	2014-15: 2015-16: 2016-17:

The contents of this chart are considered sworn testimony from the Agency Director.

Comprehensive Strategic Finances

Agency Responding	
Date of Submission	

If the agency feels additional explanation of data provided in any of the sections below would assist those reading the document in better understanding the data please add a row under the applicable section, like the sample "Additional Notes" row under the first section, and type the additional explanation.

Line #	2016-17 Comprehensive Strategic Spending					
	Revenue Sources	Total				
1A	Revenue Source (do not combine recurring with one-time and please list the revenue sources deposited in the same Fund in SCEIS in consecutive columns)	N/A				
2A	Recurring or one-time?	N/A				
3A	State, Federal, or Other?	N/A				
	Additional Explanation:					
	Revenue Generated Last Year	Total				
4A	Total revenue generated by June 30, 2016 (end of 2015-16)	$ -	$ -	$ -	$ -	$ -
5A	Does this revenue remain with the agency or go to the General Fund?	N/A				
	Funds in SCEIS where Revenue deposited	Total				
6A	Fund # (Expendable Level - 8 digit) (full set of financials available for each through SCEIS); same Fund may be in multiple columns if multiple revenue sources are deposited into it	N/A				
7A	Fund Description	N/A				
	Cash Balances at Start of Year	Total				
8A	Cash balance as of July 1, 2016 (start of FY 2016-17) (see instructions for how to enter cash balances)	$ -	$ -	$ -	$ -	$ -
	General Appropriations Act Programs	Total				
9A	State Funded Program #	N/A				
10A	State Funded Program Description in the General Appropriations Act	N/A				
	Amounts Appropriated and Authorized	Total				
11A	Amounts appropriated, and amounts authorized, to the agency for 2015-16 that were not spent AND the agency is authorized to spend in 2016-17	$ -	$ -	$ -	$ -	$ -
12A	2016-17 Appropriatations & Authorizations to agency (start of year)	$ -	$ -	$ -	$ -	$ -
13A	**Total Appropriated and Authorized (i.e. allowed to spend) at start of 2016-17**	$ -	$ -	$ -	$ -	$ -
14A	2016-17 Appropriatations & Authorizations to agency (during the year)	$ -	$ -	$ -	$ -	$ -
15A	**Total Appropriated and Authorized (i.e. allowed to spend) by end of 2016-17**	$ -	$ -	$ -	$ -	$ -
	How Spending is Tracked	Total				
16A	Database(s) through which expenditures are tracked	N/A				
	Spent toward Agency's 2016-17 Comprehensive Strategic Plan - By Strategy at a minimum, and if possible, by Objective	Total				
17A	Funding Source	N/A	0	0	0	0
18A	If funding source is multi-year grant, # of years, including this yr, remaining	N/A				
19A	External restrictions (from state/federal govt, grant issuer, etc.), if any, on how the agency can use the funds	N/A				
20A	State Funded Program Description in the General Appropriations Act	N/A	0	0	0	0
21A	Total Appropriated and Authorized (i.e. allowed to spend) by the end of 2016-17	$ -	$ -	$ -	$ -	$ -
	Prior to receiving these report guidelines, did the agency have a comprehensive strategic plan? (enter Yes or No in the cell to the right)					
	GOAL 1:					
	Strategy 1.1: LOC Staff will fill in for agency					
	Objective 1.1.1: LOC Staff will fill in for agency	$ -	$ -	$ -	$ -	$ -
	Objective 1.1.2: LOC Staff will fill in for agency	$ -	$ -	$ -	$ -	$ -
22A	Total Spent toward Agency's Comprehensive Strategic Plan	$ -	$ -	$ -	$ -	$ -
23A	**Spent/Transferred not toward Agency's Comprehensive Strategic Plan**	Total				
	Unrelated Purpose #1 - insert description:	$ -	$ -	$ -	$ -	$ -
	Insert any additional unrelated purposes	$ -	$ -	$ -	$ -	$ -
24A	Total spent/transferred not toward agency's strategic plan	$ -	$ -	$ -	$ -	$ -
	Appropriations and Authorizations remaining at end of year	Total				
25A	Revenue Source	N/A	0	0	0	0
26A	Recurring or one-time?	N/A	0	0	0	0
27A	State, Federal, or Other?	N/A	0	0	0	0
28A	State Funded Program Description in the General Appropriations Act	N/A	0	0	0	0
29A	Total Appropriated and Authorized (i.e. allowed to spend) by end of 2016-17	$ -	$ -	$ -	$ -	$ -
30A	(minus) Spent to Achieve Agency's Comprehensive Strategic Plan	$ -	$ -	$ -	$ -	$ -
31A	(minus) Spent/Transferred not toward Agency's Comprehensive Strategic Plan	$ -	$ -	$ -	$ -	$ -
32A	Amount of appropriations and authorizations remaining	$ -	$ -	$ -	$ -	$ -
	Cash Balances at end of year	Total				
33A	Fund Description	N/A	0	0	0	0
34A	Cash balance as of June 30, 2017 (end of FY 2016-17) (enter the cash balance for each Fund only once; it should appear in the column where the Fund is first listed)	$ -	$ -	$ -	$ -	$ -

Annual RFI

Comprehensive Strategic Finances

Line #	2017-18 Comprehensive Strategic Budgeting					
	Revenue Sources	Total				
1B	Revenue Source (do not combine recurring with one-time and please list the revenue sources deposited in the same Fund in SCEIS in consecutive columns)	N/A	0	0	0	0
2B	Recurring or one-time?	N/A	0	0	0	0
3B	State, Federal, or Other?	N/A	0	0	0	0
	Additional Explanation:					
	Revenue Generated Last Year	Total				
4B	Total revenue generated by June 30, 2017 (end of 2016-17) (BUDGETED)	$ -	$ -	$ -	$ -	$ -
5B	Does this revenue remain with the agency or go to the General Fund?	N/A	0	0	0	0
	Funds in SCEIS where Revenue deposited	Total				
6B	Fund # (Expendable Level - 8 digit) (full set of financials available for each through SCEIS); same Fund may be in multiple columns if multiple revenue sources are deposited into it	N/A	0	0	0	0
7B	Fund Description	N/A	0	0	0	0
	Cash Balances at Start of Year	Total				
8B	Cash balance as of July 1, 2017 (start of FY 2017-18) (see instructions for how to enter cash balances)	$ -	$ -	$ -	$ -	$ -
	General Appropriations Act Programs	Total				
9B	State Funded Program #	N/A	0	0	0	0
10B	State Funded Program Description in the General Appropriations Act	N/A	0	0	0	0
	Amounts Appropriated and Authorized	Total				
11B	Amounts appropriated, and amounts authorized, to the agency for 2016-17 that were not spent AND the agency is authorized to spend in 2017-18	$ -	$ -	$ -	$ -	$ -
12B	2017-18 Appropriatations & Authorizations to agency (start of year)	$ -	$ -	$ -	$ -	$ -
13B	**Total Appropriated and Authorized (i.e. allowed to spend) at start of 2017-18**	$ -	$ -	$ -	$ -	$ -
14B	2017-18 Appropriatations & Authorizations to agency (during the year) (BUDGETED)	$ -	$ -	$ -	$ -	$ -
15B	**Total Appropriated and Authorized (i.e. allowed to spend) by end of 2017-18 (BUDGETED)**	$ -	$ -	$ -	$ -	$ -
	How Spending is Tracked	Total				
16B	Database(s) through which expenditures are tracked	N/A	0	0	0	0
	Budgeted toward Agency's 2017-18 Comprehensive Strategic Plan - By Strategy at a minimum, and if possible, by Objective	Total				
17B	Funding Source	N/A	0	0	0	0
18B	If funding source is multi-year grant, # of years, including this yr, remaining	N/A	0	0	0	0
19B	External restrictions (from state/federal govt, grant issuer, etc.), if any, on how the agency can use the funds	N/A	0	0	0	0
20B	State Funded Program Description in the General Appropriations Act	N/A	0	0	0	0
21B	Total Appropriated and Authorized (i.e. allowed to spend) by end of 2017-18 (BUDGETED)	$ -	$ -	$ -	$ -	$ -
	Prior to receiving these report guidelines, did the agency have a comprehensive strategic plan? (enter Yes or No in the cell to the right)					
	GOAL 1:					
	Strategy 1.1: LOC Staff will fill in for agency					
	Objective 1.1.1: LOC Staff will fill in for agency	$ -	$ -	$ -	$ -	$ -
	Objective 1.1.2: LOC Staff will fill in for agency	$ -	$ -	$ -	$ -	$ -
22B	Total Spent toward Agency's Comprehensive Strategic Plan (BUDGETED)	$ -	$ -	$ -	$ -	$ -
23B	**Spent/Transferred not toward Agency's Comprehensive Strategic Plan**	Total				
	Unrelated Purpose #1 - insert description:	$ -	$ -	$ -	$ -	$ -
	Insert any additional unrelated purposes	$ -	$ -	$ -	$ -	$ -
24B	Total spent/transferred not toward agency's strategic plan (BUDGETED)	$ -	$ -	$ -	$ -	$ -
	Appropriations and Authorizations remaining at end of year	Total				
25B	Revenue Source	N/A	0	0	0	0
26B	Recurring or one-time?	N/A	0	0	0	0
27B	State, Federal, or Other?	N/A	0	0	0	0
28B	State Funded Program Description in the General Appropriations Act	N/A	0	0	0	0
29B	Total Appropriated and Authorized (i.e. allowed to spend) by end of 2017-18 (BUDGETED)	$ -	$ -	$ -	$ -	$ -
30B	(minus) Spent to Achieve Agency's Comprehensive Strategic Plan (BUDGETED)	$ -	$ -	$ -	$ -	$ -
31B	(minus) Spent/Transferred not toward Agency's Comprehensive Strategic Plan (BUDGETED)	$ -	$ -	$ -	$ -	$ -
32B	**Amount of appropriations and authorizations remaining (BUDGETED)**	$ -	$ -	$ -	$ -	$ -
	Cash Balances at end of year	Total				
33B	Fund Description	N/A	0	0	0	0
34B	Cash balance as of June 30, 2018 (end of FY 2017-18) (enter the cash balance for each Fund only once; it should appear in the column where the Fund is first listed) (BUDGETED)	$ -	$ -	$ -	$ -	$ -

The contents of this chart are considered sworn testimony from the Agency Director.