

AGENCY NAME:	State Ethics Commission		
AGENCY CODE:	R520	SECTION:	110

**Fiscal Year 2016-2017
Accountability Report**

SUBMISSION FORM

AGENCY MISSION

The State Ethics Commission is an agency of state government responsible for the enforcement of the Ethics Reform Act of 1991 and all other subsequent ethics legislation adopted by the General Assembly. Our mission is to work diligently to develop and enhance public trust in all levels of government. The Commission's legislative mandate is to monitor and take appropriate action to ensure compliance with state law that requires financial disclosure, lobbyist/lobbyist's principal disclosure and campaign disclosure; administrate and regulate lobbyist and lobbying organizations; issue advisory opinions explaining and interpreting ethics legislation; assist and advise public officeholders and the public on the specific requirements addressed in the state's ethics laws; conduct both civil and criminal investigations of alleged violations of laws subject to the jurisdiction of the state Ethics Commission; and prosecute violators through formal administrative proceedings as well appropriate use of criminal enforcement actions.

AGENCY VISION

Public policy as reflected in legislation created by public officials has a direct impact on every citizen of South Carolina. Those important public decisions must be based on a transparent process that includes detailed review of the subject matter, in-depth deliberations and result in clearly stated objectives. To preserve and maintain the ongoing integrity of the governmental policy-making process, it is necessary that the identity, expenditures and lobbying of individuals who engages in efforts to influence public officials and employees be publicly disclosed on a regular basis. The State Ethics Commission works to develop and enhance public trust in governmental institutions and in the political decision making process.

Please select yes or no if the agency has any major or minor (internal or external) recommendations that would allow the agency to operate more effectively and efficiently.

	Yes	No
RESTRUCTURING RECOMMENDATIONS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please identify your agency's preferred contacts for this year's accountability report.

	<i>Name</i>	<i>Phone</i>	<i>Email</i>
PRIMARY CONTACT:	Steven W. Hamm	803-253-4192	shamm@ethics.sc.gov
SECONDARY CONTACT:	Aml R. Franklin	803-253-4192	aml@ethics.sc.gov

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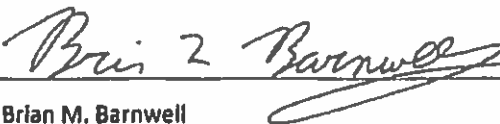
I have reviewed and approved the enclosed FY 2016-2017 Accountability Report, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR
(SIGN AND DATE):

	9-15-2017
Steven W. Hamm	

(TYPE OR PRINT
NAME):

BOARD/CMSN. CHAIR
(SIGN AND DATE):

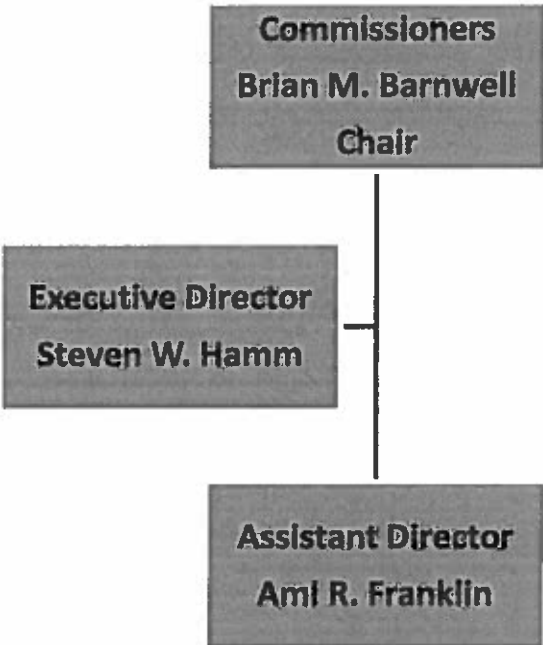
	9/15/17
Brian M. Barnwell	

(TYPE OR PRINT
NAME):

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AGENCY’S DISCUSSION AND ANALYSIS

ORGANIZATIONAL CHART



The General Assembly established the State Ethics Commission’s mandate to restore public trust in governmental institutions and the political and governmental processes. The State Ethics Commission’s mission is established by the statutory provisions of the Ethics Reform Act of 1991, Sections 2-17-5, et. seq., and 8-13-100, et. seq., Code of Laws for South Carolina, 1976, as amended.

The State Ethics Commission has one program, Administration. This program encompasses four distinct areas of responsibility of the Ethics, Government Accountability and Campaign Reform Act of 1991: lobbying registration and disclosure; ethical rules of conduct; financial disclosure; and campaign practices and disclosure. Three of the four areas are driven by disclosure and now that all disclosure is done electronically, the Ethics Act needs to reflect that change throughout the Act.

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Enforcement of the very complex Ethics Reform Act is one of the major challenges before the State Ethics Commission. Over the last few years, citizens' and state agencies' concern with public corruption and violations of the state's ethics laws have caused increased investigative and non-compliance caseloads. The Commission's mandate requires close analysis of critical issues of which the outcomes have significant impacts on the lives of the affected individuals, to include criminal prosecution. As the number of complaints and forms filed has increased each year, the need for additional staff increases.

This mandate coupled with personnel and equipment needs, and limited funds, are major barriers to the fulfillment of the agency's mission and goals. The Commission must ensure that the latest technological advances are taken into account to balance the technology versus personnel scale. The security of technology and personnel are major concerns. The Commission collects large quantities of data that must be securely maintained. Commissioners and staff deal with issues with the potential to enrage individuals, so personnel security must be a goal.

One highlight of 2016 was some changes to the Ethics Act. As of April 1, 2017 the State Ethics Commission will be responsible for investigating complaints involving Senate members, Senate candidates, House Members, and House candidates.

Another highlight of 2016 was getting the appropriations and authority from the legislature for another full-time investigator to be hired. This was accomplished in September 2015.

RISK ASSESSMENT AND MITIGATION STRATEGIES

The most important goal of our Strategic Plan is efficient and effective enforcement of the Ethics Act. Three of the four areas of responsibility of the State Ethics Commission are driven by disclosure. As of May 2010, all disclosures and reports were required to be filed electronically through

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our website. Staff has worked during the 2013, 2014, 2015, 2016 and 2017 legislative sessions to amend those sections of the Ethics Act that reflect a paper filing requirement; however, this objective has not been met. For example, Section 8-13-1310 requires that persons required to file certified campaign reports must file those reports with the appropriate supervisory office. In addition, the Ethics Committees of the Senate and the House of Representatives must forward a copy of each statement filed with them to the State Ethics Commission within five business days of receipt. This statute is contradictory to Section 8-13-365 which mandates the electronic filing of reports. Without changes to the legislation listed below, the State Ethics Commission finds itself in the position of violating its own statutes.

LOBBYING

- 2-17-20(A)
- 2-17-25(A)
- 2-17-30(A)
- 2-17-35(A)
- 2-17-40

DISCLOSURE OF ECONOMIC INTERESTS

- 8-13-1110
- 8-13-1120
- 8-13-1145
- 8-13-1170

CAMPAIGN DISCLOSURE

- 8-13-1320(1)
- 8-13-1337
- 8-13-1364
- 8-13-1530

MISCELLANEOUS

- 8-13-360
- 8-13-780(B)

NEED TO REPEAL:

- 8-13-1160
- 8-13-1180

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8-13-1310
8-13-1350
8-13-1358
8-13-1362
8-13-1366

The General Assembly can assist the State Ethics Commission resolve this issue before it becomes a crisis by passing legislation to address these discrepancies within our statute. In addition, to effectively enforce the Ethics Act, the General Assembly can also assist the Commission by passing the above legislation dealing with Chapter 17, Title 2. This will adjust the lobbyist and lobbyist's principal disclosure dates to more accurately coincide with the Legislative Session. Such action will help make sure that the public knows the dollar amount of money being spent on lobbying in South Carolina. Amending Sections 2-17-20 and 2-17-25 would increase the lobbying fees per lobbyist and principal from \$100 to \$200 per calendar year.

In addition to the identified code sections that have previously been submitted for amendment, the State Ethics Commission would like to see the addition of Proviso 118.6 of the FY2017-2018 Budget Appropriations amended or added to the statute to include instructions for the Commission to levy late filing penalties for the below reports and instructions to the Commission on what to do with the information once it is received from the agencies.

This proviso states:

118.6. (SR: Prohibits Public Funded Lobbyists) All state agencies and institutions are prohibited from using general fund appropriations to compensate employees who engage in lobbying on behalf of the state agency or institution. The State Ethics Commission shall require state agencies and institutions that report lobbying activities to the commission to certify that the lobbying activities were not funded by general fund appropriations.

All state agencies and institutions are prohibited from entering into contracts using general fund appropriations to provide lobbying services to the agency or institution.

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G	
S	
O	

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Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
G	1	Investigator V		Government and Citizens	More efficient and effective enforcement of the SC Ethics Laws
S		1.1			Legislative changes to the Ethics Reform Act to reflect the mandated electronic filing of all data.
O			1.1.1		Work with legislative staff to find a sponsor for legislation to only amend those sections of the Ethics Act that reflect a paper filing requirement.
O			1.1.2		Legislation failed during the 2013, 2014, 2015, 2016 and 2017 sessions. Staff will begin work for the 2018 legislation session in December 2017.
S		1.2			Timely investigate complaint matters and conduct complete additional random audits on various candidates.
O			1.2.1		Increase the number of investigators as the number of complaints rises each year and add one auditor/investigator to ensure full compliance with the campaign finance disclosure requirements.
O			1.2.2		Employ a second full-time investigator.
O			1.2.3		Employ an auditor whose sole function is the review of campaign finance reports including going back to the source documents used to complete the report.
O			1.2.4		Reduce the investigative time by the equitable distribution of complaints between investigators.
O			1.2.5		Review campaign finance reports immediately following filing deadlines.
G	2			Maintaining Safety, Integrity and Security	Provide a safe, secure environment for Commissioners, staff, public and all data collected by the Commission.
S		2.1			Create a safe, secure office for staff and Commissioners on a day-to-day basis and for public meeting dates.
O			2.1.1		Re-design the office lobby to ensure entry is controlled through a locking system.
O			2.1.2		Re-design the lobby and filing room to provide a waiting area for the complainants, respondents and witnesses who attend Commission meetings and hearings.
S		2.2			Ensure the secure collection and retention of all data electronically filed with the Commission, as well as other information received.
O			2.2.1		New computers would utilize the most current security aware design techniques, as well as the most current hardware devices designed to protect computer systems.
O			2.2.2		Secure the premises to ensure that the complaints and any related materials and documents absolutely remain confidential during the investigation and after any or Commission or Court

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Performance Measurement Template

Item	Performance Measure	Last Value	Current Target Value	Current Value	Future Target Value	Time Applicable	Data Source and Availability	Calculation Method	Associated Objective(s)	Meaningful Use of Measure
1	Number of complaints pending at the close of FY2017	163	100	134	100	July 1 - June 30	Compliance Report	monthly/ yearly	All complaints filed in previous year plus pending complaints minus complaints resolved.	1.2.1, 1.2.4
2	Annual collection of late filing penalties	232000	240,000	198,215	200,000	July 1 - June 30	Compliance Report	monthly/ yearly	Collections in house and through the SC Department of Revenue (DOR)	1.2.3, 1.2.5
3	Secured data filed electronically and on paper	0 hacks	0 hacks	0 hacks	0 hacks	July 1 - June 30	DIT Reporting	per occurrence	In light of DOR's hacking experience, all state agencies have been working with the SC Division of Technology regarding their data security.	2.2.1, 2.2.2
4	Secure the public space of the Ethics Commission to ensure the safety of staff, Commissioners and the public	0	0	0	0	July 1 - June 30	Institutional Knowledge	per occurrence	Being a law enforcing agency, the State Ethics Commission wishes to proactively address the issue of workplace violence due to the nature of our work in conducting hearings and issuing late filing penalties.	2.1.1, 2.2.1

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Program/Title	Purpose	FY 2016-17 Expenditures (Actual)				FY 2017-18 Expenditures (Projected)				Program Template Associated Objective(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
Administration	Funding source for carrying out the investigation and enforcement of the Commission's statutory mandate to include compliance with financial disclosure, lobbyists/lobbyists' principal disclosure, campaign disclosure and rules of conduct. The mandate also includes regulating lobbying; issuing advisory opinions interpreting the Ethics Reform Act and finally educating covered individuals, entities and the public on the requirements of the Ethics Reform Act.	\$ 880,113	\$ 159,365	\$ -	\$ 1,039,478	\$ 1,125,543	\$ 517,508	\$ -	\$ 1,643,051	1.1.1, 1.1.2, 1.2.1, 1.2.2, 1.2.3, 1.2.4, 1.2.5, 2.1.1, 2.1.2, 2.2.1, 2.2.2

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Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who (customer) the agency must or may serve? (Y/N)	Does the law specify a deliverable (product or service) the agency must or may provide? (Y/N)
1	2-17-5	State	Statute	Transfer of Duties and powers from Secretary of State to State Ethics Commission.	Yes	Yes
2	2-17-10	State	Statute	Definitions	Yes	Yes
3	2-17-15	State	Statute	Persons prohibited from serving as lobbyist; application of section.	Yes	Yes
4	2-17-17	State	Statute	Bodies which contract with outside lobbyists must mail copies of lobbyists' disclosure statements and reports to home addresses of members; use of funds.	Yes	Yes
5	2-17-20	State	Statute	Registration of lobbyists; notice of termination of lobbying activities; supplemental registration statements; list of lobbyists; recording keeping requirements; reregistration requirements.	Yes	Yes
6	2-17-25	State	Statute	Registration of Lobbyist's principal; notice of termination of lobbying authority; supplemental registration statements; list of lobbyist's principal; recording keeping requirements; reregistration requirements.	Yes	Yes
7	2-17-30	State	Statute	Lobbyist's reporting of lobbying activities.	Yes	Yes
8	2-17-35	State	Statute	Lobbyist's principal's reporting of lobbying expenditures	Yes	Yes
9	2-17-40	State	Statute	Report of lobbying activities of state agency or department.	Yes	Yes
10	2-17-45	State	Statute	Reports required of certain entities which rank or rate actions, votes or failures to act or vote of certain public officials.	Yes	Yes
11	2-17-50	State	Statute	State Ethics Commission to enforce filing requirements of chapter and to assess penalties for failure to file; filing of required reports and payment of fine constitutes compliance; payment of fine without filing not to excuse or exempt person from filing requirements.	Yes	Yes
12	2-17-60	State	Statute	Duties of State Ethics Commission.	Yes	Yes
13	2-17-65	State	Statute	Review of reports for compliance; audits of lobbyists and principals; procedure upon failure to file required information after notice.	Yes	Yes

14	2-17-70	State	Statute	Repealed July 1, 1993.	Yes	Yes
15	2-17-80	State	Statute	Acts prohibited of lobbyists; acts prohibited of public officials and employees; exceptions.	Yes	Yes
16	2-17-90	State	Statute	Acts prohibited of lobbyists' principals; acts prohibited of public officials and employees; exceptions; disclosure requirements.	Yes	Yes
17	2-17-100	State	Statute	Public officials and employees not to receive compensation for speaking before audiences; exception and rules for payment of expenses.	Yes	Yes
18	2-17-110	State	Statute	Additional acts prohibited of lobbyists and lobbyists' principals, public officials, and public employees.	Yes	Yes
19	2-17-120	State	Statute	Suspension of lobbyist upon indictment for violation of provision of this chapter.	Yes	Yes
20	2-17-130	State	Statute	Penalties for violation of provisions of this chapter.	Yes	Yes
21	2-17-140	State	Statute	Groundless allegations of violations to be stricken from public record; penalties for wilful filing of groundless complaint.	Yes	Yes
22	2-17-150	State	Statute	Statute of limitations for prosecuting violation of provision of this chapter.	Yes	Yes
23	8-13-100	State	Statute	Definitions.	Yes	Yes
24	8-13-120	State	Statute	Fee for educational and training programs	Yes	Yes
25	8-13-130	State	Statute	Levying enforcement or administrative fee on persons in violation; use of fee.	Yes	Yes
26	8-13-140	State	Statute	Retention of funds derived from additional assessments associated with late filing fees.	Yes	Yes
27	8-13-150	State	Statute	Carrying forward unexpended lobbyists and lobbyist's principals registration fees.	Yes	Yes
28	8-13-310	State	Statute	State Ethics Commission reconstituted; members; terms of office; officers; quorum requirements; meetings; per diem; mileage, and subsistence for members.	Yes	Yes
29	8-13-320	State	Statute	Duties and powers of State Ethics Commission.	Yes	Yes
30	8-13-325	State	Statute	Use of registration fines and fees.	Yes	Yes

31	8-13-330	State	Statute	Executive director of commission; restrictions on political activities of members, employees and staff of commission.	Yes	Yes
32	8-13-340	State	Statute	Annual report of commission.	Yes	Yes
33	8-13-350	State	Statute	Ethics brochure to be provided to public officials, members, and employees.	Yes	Yes
34	8-13-360	State	Statute	Statements and reports filed with commission open for public inspection.	Yes	Yes
35	8-13-365	State	Statute	Electronic Filing deadline.	Yes	Yes
36	8-13-700	State	Statute	Use of official position or office for financial gain; disclosure of potential conflict of interest	Yes	Yes
37	8-13-705	State	Statute	Offering, giving, soliciting, or receiving anything of value to influence action of public employee, member or official, or to influence testimony of witness; exceptions; penalty for violation	Yes	Yes
38	8-13-710	State	Statute	Reporting of particular gifts received by public employee, official, or member on statement of economic interests.	Yes	Yes
39	8-13-715	State	Statute	Speaking engagements of public officials, members or employees; only expense reimbursement permitted; authorization for	Yes	Yes
40	8-13-720	State	Statute	Offering, soliciting, or receiving money for advice or assistance of public official, member or employee	Yes	Yes
41	8-13-725	State	Statute	Use or disclosure of confidential information by public official, member, or employee for financial gain	Yes	Yes
42	8-13-730	State	Statute	Membership on or employment by regulatory agency of person associated with regulated business	Yes	Yes
43	8-13-735	State	Statute	Participation in decision affecting personal economic interests by one employed by and serving on governing body of governmental entity	Yes	Yes
44	8-13-740	State	Statute	Representation of another by a public official, member, or employee before a governmental entity	Yes	Yes
45	8-13-745	State	Statute	Paid representation of clients and contracting by member of General Assembly or associate in particular situations	Yes	Yes
46	8-13-750	State	Statute	Employment, promotion, advancement, or discipline of family member of public official, member, or employee	Yes	Yes
47	8-13-755	State	Statute	Restrictions on former public official, member, or employee serving as lobbyist or accepting employment in field of former service	Yes	Yes

48	8-13-760	State	Statute	Employment by government contractor of former public official, member, or employee who was engaged in procurement	Yes	Yes
49	8-13-765	State	Statute	Use of government personnel or facilities for campaign purposes; government personnel permitted to work on campaigns on own time	Yes	Yes
50	8-13-770	State	Statute	Members of General Assembly prohibited from serving on state boards and commissions; exceptions	Yes	Yes
51	8-13-775	State	Statute	Public official, member, or employee with official function related to contracts not permitted to have economic interest in contracts	Yes	Yes
52	8-13-780	State	Statute	Remedies for breaches of ethical standards by public officials, members, or employees	Yes	Yes
53	8-13-785	State	Statute	Communication by elected official with state board or commission on behalf of constituent	Yes	Yes
54	8-13-790	State	Statute	Recovery of amounts received by official or employee in breach of ethical standards; recovery of kickbacks	Yes	Yes
55	8-13-795	State	Statute	Receipt of award, grant, or scholarship by public official or family	Yes	Yes
56	8-13-1110	State	Statute	Persons required to file statement of economic interests	Yes	Yes
57	8-13-1120	State	Statute	Contents of statement of economic interests	Yes	Yes
58	8-13-1125	State	Statute	Exception to reporting requirement for events to which entire legislative body invited	Yes	Yes
59	8-13-1127	State	Statute	Legislative invitations committees to keep records of invitations accepted; public inspection	Yes	Yes
60	8-13-1130	State	Statute	Report on names of, and purchases by, lobbyists	Yes	Yes
61	8-13-1140	State	Statute	Filing of updated statement	Yes	Yes
62	8-13-1150	State	Statute	Filing of statement by certain consultants	Yes	Yes
63	8-13-1160	State	Statute	Forwarding of copies of statement to State Ethics Commission and filing person's county of residence	Yes	Yes
64	8-13-1170	State	Statute	Technical violations of disclosure requirements; extensions of time for filing statements	Yes	Yes

65	8-13-1180	State	Statute	Soliciting of contributions by elective official or agent from employees; favoritism by public official or employee towards employees making contributions	Yes	Yes
66	8-13-1300	State	Statute	Definitions	Yes	Yes
67	8-13-1302	State	Statute	Maintenance of records of contributions, contributors, and expenditures	Yes	Yes
68	8-13-1304	State	Statute	Committees receiving and spending funds to influence elections required to file statement of organization	Yes	Yes
69	8-13-1306	State	Statute	Contents of statement of organization	Yes	Yes
70	8-13-1308	State	Statute	Filing of certified campaign reports by candidates and committees	Yes	Yes
71	8-13-1309	State	Statute	Filing of certified campaign reports by ballot measure committee	Yes	Yes
72	8-13-1310	State	Statute	Recipients of certified campaign reports and copies thereof; State Ethics Commission review	Yes	Yes
73	8-13-1312	State	Statute	Campaign bank accounts	Yes	Yes
74	8-13-1314	State	Statute	Campaign contribution limits and restrictions	Yes	Yes
75	8-13-1316	State	Statute	Restrictions on campaign contributions received from political parties	Yes	Yes
76	8-13-1318	State	Statute	Acceptance of contributions to retire campaign debt; limits; reporting requirements	Yes	Yes
77	8-13-1320	State	Statute	Contributions within specified period after primary, special, or general election attributed to that primary or election	Yes	Yes
78	8-13-1322	State	Statute	Dollar limits on contributions to committees	Yes	Yes
79	8-13-1324	State	Statute	Anonymous campaign contributions	Yes	Yes
80	8-13-1326	State	Statute	Loans to candidates considered contributions; limitations; exceptions	Yes	Yes
81	8-13-1328	State	Statute	Limits on repayment of loans from candidate or family members to campaign	Yes	Yes

82	8-13-1330	State	Statute	Contributions by spouses or parent and child	Yes	Yes
83	8-13-1331	State	Statute	Affiliated Committees	Yes	Yes
84	8-13-1332	State	Statute	Unlawful contributions and expenditures	Yes	Yes
85	8-13-1333	State	Statute	Not-for-profit corporations solicitation guidelines	Yes	Yes
86	8-13-1334	State	Statute	Certain solicitation of contributions by corporations and organizations from employees not unlawful	Yes	Yes
87	8-13-1336	State	Statute	Accepting or soliciting contributions on State Capitol grounds or in official residence prohibited; exception for contributions by mail	Yes	Yes
88	8-13-1338	State	Statute	Persons prohibited from soliciting contributions	Yes	Yes
89	8-13-1340	State	Statute	Restrictions on contributions by one candidate to another	Yes	Yes
90	8-13-1342	State	Statute	Restrictions on contributions by contractor to candidate who participated in awarding of contract	Yes	Yes
91	8-13-1344	State	Statute	Contributions by public utilities; seeking endorsement in return for contribution; discrimination by employers based on contributions; reimbursement for contributions	Yes	Yes
92	8-13-1346	State	Statute	Use of public funds, property, or time to influence election prohibited; exceptions	Yes	Yes
93	8-13-1348	State	Statute	Use of campaign funds for personal expenses; certain expenditures to be in writing; expenditures not to exceed fair market value; petty cash funds	Yes	Yes
94	8-13-1350	State	Statute	Prohibition of use of funds for campaign for one office to further candidacy of same person for different office	Yes	Yes
95	8-13-1352	State	Statute	Exception to prohibition of use of funds for campaign for one office to further candidacy of same person for different office	Yes	Yes
96	8-13-1354	State	Statute	Identification of person independently paying for election-related communication; exemptions	Yes	Yes
97	8-13-1356	State	Statute	Filing of statement of economic interests by candidates for public office	Yes	Yes
98	8-13-1358	State	Statute	Format of certified campaign reports	Yes	Yes

99	8-13-1360	State	Statute	Contribution and expenditure reporting form; contents	Yes	Yes
100	8-13-1362	State	Statute	Filing of statement of inactivity by candidate or committee having no contributions or expenditures to report	Yes	Yes
101	8-13-1364	State	Statute	Sending of notice of obligation to report and forms	Yes	Yes
102	8-13-1366	State	Statute	Public availability of certified campaign reports	Yes	Yes
103	8-13-1368	State	Statute	Termination of campaign filing requirements; dissolution of committees; final report	Yes	Yes
104	8-13-1370	State	Statute	Use of unexpended contributions by candidate after election; distribution of unexpended funds of committee	Yes	Yes
105	8-13-1371	State	Statute	Use of funds by ballot measure committee	Yes	Yes
106	8-13-1372	State	Statute	Technical violations of rules on campaign reports	Yes	Yes
107	8-13-1373	State	Statute	Budget and Control Board (now called the Department of Administration) must defend action	Yes	Yes
108	8-13-1374	State	Statute	Richland County designated as site of failure to file	Yes	Yes
109	8-13-1510	State	Statute	Penalty for late filing of or failure to file report or statement required by this chapter	Yes	Yes
110	8-13-1520	State	Statute	Violation of chapter constitutes misdemeanor; violation not necessarily ethical infraction	Yes	Yes
111	52-100	State	Regulation	State Ethics Commission	Yes	Yes
112	52-201	State	Regulation	Purpose and Scope	Yes	Yes
113	52-202	State	Regulation	Severability	Yes	Yes
114	52-203	State	Regulation	Definitions	Yes	Yes
115	52-204	State	Regulation	Official Forms and Documents	Yes	Yes

116	52-205	State	Regulation	Date of Filing with the Commission Defined	Yes	Yes
117	52-206	State	Regulation	Method of Service	Yes	Yes
118	52-207	State	Regulation	Effect of Signature	Yes	Yes
119	52-208	State	Regulation	Computation of Time	Yes	Yes
120	52-209	State	Regulation	Motions and Other Papers	Yes	Yes
121	52-210	State	Regulation	Notice of Representation	Yes	Yes
122	52-211	State	Regulation	Subpoenas	Yes	Yes
123	52-212	State	Regulation	Amendments to Forms	Yes	Yes
124	52-301	State	Regulation	Advisory Opinions, Generally	Yes	Yes
125	52-302	State	Regulation	Informal Advisory Opinions	Yes	Yes
126	52-303	State	Regulation	Formal Advisory Opinions	Yes	Yes
127	52-401	State	Regulation	General	Yes	Yes
128	52-402	State	Regulation	Lobbyist's and Lobbyist's Principal registration, termination, supplemental registration, record keeping, and reregistration requirements	Yes	Yes
129	52-403	State	Regulation	Lobbyists and Lobbyist's Principal reporting requirements	Yes	Yes
130	52-404	State	Regulation	Registration of Rating or Ranking Entities	Yes	Yes
131	52-405	State	Regulation	Administrative enforcement of registration and reporting of lobbyists, lobbyist's principals and rating entities activities and expenditures	Yes	Yes
132	52-501	State	Regulation	General	Yes	Yes

133	52-502	State	Regulation	Responsibility of Persons accepting declarations of candidacy or petitions for nomination	Yes	Yes
134	52-503	State	Regulation	Committees receiving or spending funds to influence elections must register	Yes	Yes
135	52-504	State	Regulation	Candidate's and Committee's Campaign Reports	Yes	Yes
136	52-505	State	Regulation	Committees registered with the Federal Election Commission	Yes	Yes
137	52-506	State	Regulation	Administrative Enforcement of Candidate's and Committee's registration and reporting requirements	Yes	Yes
138	52-601	State	Regulation	General	Yes	Yes
139	52-602	State	Regulation	Persons Required to File Statements of Economic Interests and Agencies Required to file Contract Disclosure Forms	Yes	Yes
140	52-603	State	Regulation	Confidential Statements of Economic Interests	Yes	Yes
141	52-604	State	Regulation	Reporting by persons not required to file a Statement of Economic Interest	Yes	Yes
142	52-605	State	Regulation	Approval for Out-of-State Expenses	Yes	Yes
143	52-606	State	Regulation	Consultant's Disclosure Forms	Yes	Yes
144	52-607	State	Regulation	Candidates and Incumbents Statement's of Economic Interests	Yes	Yes
145	52-608	State	Regulation	Administrative Enforcement	Yes	Yes
146	52-701	State	Regulation	General	Yes	Yes
147	52-702	State	Regulation	Initiating a Complaint	Yes	Yes
148	52-703	State	Regulation	Parties to the proceeding	Yes	Yes
149	52-704	State	Regulation	Complaint Procedures	Yes	Yes

150	52-705	State	Regulation	Investigation of Complaints	Yes	Yes
151	52-706	State	Regulation	Amendment and Withdrawal of Complaint	Yes	Yes
152	52-707	State	Regulation	Hearing notice	Yes	Yes
153	52-708	State	Regulation	Request for Remediation	Yes	Yes
154	52-709	State	Regulation	Respondent's Answer to Complaint	Yes	Yes
155	52-710	State	Regulation	Discovery	Yes	Yes
156	52-711	State	Regulation	Admission of Expert's Reports and other forms of written evidence	Yes	Yes
157	52-712	State	Regulation	Presentation of Evidence	Yes	Yes
158	52-713	State	Regulation	Conduct of Hearings	Yes	Yes
159	52-714	State	Regulation	Burden of Proof	Yes	Yes
160	52-715	State	Regulation	Continuance, Postponement and Adjournment	Yes	Yes
161	52-716	State	Regulation	Final Disposition and Order	Yes	Yes
162	52-717	State	Regulation	Record of Hearing and Transcripts	Yes	Yes
163	52-718	State	Regulation	Confidentiality of Proceedings	Yes	Yes
164	52-801	State	Regulation	Filing an Appeal	Yes	Yes
165	52-802	State	Regulation	Notice of Appellate Hearing	Yes	Yes
166	52-803	State	Regulation	Briefs	Yes	Yes

167	52-804	State	Regulation	Oral Argument	Yes	Yes
168	52-805	State	Regulation	Composition of the Panel for Full Commission Review	Yes	Yes
169	52-806	State	Regulation	Standard of Review	Yes	Yes
170	52-807	State	Regulation	Additional Evidence	Yes	Yes
171	52-901	State	Regulation	General	Yes	Yes
172	52-902	State	Regulation	Requirements of Trust Instrument	Yes	Yes
173	52-903	State	Regulation	Effect	Yes	Yes
174	52-1001	State	Regulation	Repeal of Existing Regulations and Adoption of Articles 1 through 10, inclusive	Yes	Yes

Agency Name: **State Ethics Commission**

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Customer Template

Divisions or Major Programs	Description	Service/Product Provided to Customers	Customer Segments	<i>Specify only for the following Segments: (1) Industry: Name; (2) Professional Organization: Name; (3) Public: Demographics.</i>
Administration	Created by Section 8-13-310 to establish and enforce certain rules of ethical conduct for public officials and employees, to establish rules for election campaign finance practices, and to provide for disclosure of economic interests and to administer the lobbyist portion of the Ethics Reform Act of 1991.	Public Disclosure section of website that contains reports filed by lobbyists, lobbyist's principals, public, elected, and appointed officials under our jurisdiction. Ability to file complaints for violations of the Ethics Reform Act.	General Public	All South Carolinians, news media, and any citizen outside of South Carolina seeking information about public officials, employees, lobbyists, or elected officials' campaign finance and economic interests
Administration	Created by Section 8-13-310 to establish and enforce certain rules of ethical conduct for public officials and employees, to establish rules for election campaign finance practices, and to provide for disclosure of economic interests and to administer the lobbyist portion of the Ethics Reform Act of 1991.	Training in Ethics Reform Act	Executive Branch/State Agencies	
Administration	Created by Section 8-13-310 to establish and enforce certain rules of ethical conduct for public officials and employees, to establish rules for election campaign finance practices, and to provide for disclosure of economic interests and to administer the lobbyist portion of the Ethics Reform Act of 1991.	Training in Ethics Reform Act	Professional Organization	School Board Association, Municipal Association, Association of Counties, Sheriff's Association, or any association that requests.
Administration	Created by Section 8-13-310 to establish and enforce certain rules of ethical conduct for public officials and employees, to establish rules for election campaign finance practices, and to provide for disclosure of economic interests and to administer the lobbyist portion of the Ethics Reform Act of 1991.	Online support to help file required reports	Local Govts.	
Administration	Created by Section 8-13-310 to establish and enforce certain rules of ethical conduct for public officials and employees, to establish rules for election campaign finance practices, and to provide for disclosure of economic interests and to administer the lobbyist portion of the Ethics Reform Act of 1991.	Online support to help file required reports	School Districts	
Administration	Created by Section 8-13-310 to establish and enforce certain rules of ethical conduct for public officials and employees, to establish rules for election campaign finance practices, and to provide for disclosure of economic interests and to administer the lobbyist portion of the Ethics Reform Act of 1991.	Online support to help file required reports	Executive Branch/State Agencies	

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Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Objective(s)
State Law Enforcement Division (SLED)	State Government	Assist with investigations as needed	1.2.1, 1.2.4
SC Attorney General's Office	State Government	Assist with investigations as needed and refer for prosecution when appropriate	1.2.1, 1.2.4
SC State Election Commission	State Government	Share information regarding elections and candidates for public office (Candidates' Rosters, Cancellation of Elections, Statements of Intention of Candidacy)	1.1.1, 1.2.5
SC Department of Revenue	State Government	Participate in DOR's Setoff Debt and Governmental Entity Accounts Receivable (GEAR) programs to assist with debt collection.	2.2.1
SC Division of Technology	State Government	IT services and network security	1.2.3, 1.2.5, 2.2.1, 2.2.2
Solicitor's Offices	Local Government	Refer for prosecution when appropriate	1.2.1, 1.2.4
South Carolina Interactive, LLC.	Private Business Organization	Host website and maintain/update Online Filing System for candidates, elected officials, appointed officials, and public employees	1.2.3, 1.2.5, 2.2.1

Agency Name: **State Ethics Commission**

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Report Template

Item	Report Name	Name of Entity Requesting the Report	Type of Entity	Reporting Frequency	Submission Date (MM/DD/YYYY)	Summary of Information Requested in the Report	Method to Access the Report
1	Restructuring & 7 year Plan Report	House Legislative Oversight Committee	State	Annually	January 12, 2016	Accountability Information	Legislative Website
2	Accountability Report	Executive Budget Office on behalf of the General Assembly	State	Annually	September 15, 2017	Accountability Information	Executive Budget Office Website

External Review Template

Item	Name of Entity Conducted External Review	Type of Entity	External Review Timeline (MM/DD/YYYY to MM/DD/YYYY)	Method to Access the External Review Report
1	State Auditor's Office	State	07/01/2014 to 06/30/2015	http://osa.sc.gov/reports
2	American Utility Auditor's	Outside Organization	07/01/2012 to 06/30/2016	Contact the Vendor.