

Agency Name:

South Carolina Commission on Indigent Defense

Agency Code:

E230

Section:

061

Fiscal Year 2016-2017
Accountability Report

Report Template (Updated for LOC Review)							
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	Employee Report	SC Human Affairs Commission	State	Annually	3/31/2017	Annual EEO Personnel Report	Paper copy, South Carolina Commission on Indigent Defense. Requests for copies of this report should be submitted to the attention of Lori Frost, Human Resource Manager.
2	Employee Report Data Report	SC Human Affairs Commission	State	Annually	8/15/2017	Updates or Corrections to Agency Employees Information to be used in EEO Reporting	Paper copy, South Carolina Commission on Indigent Defense. Requests for copies of this report should be submitted to the attention of Lori Frost, Human Resource Manager.
3	Affirmative Action Reports	SC Human Affairs Commission	State	Annually	8/18/2017	Plan sets forth employment goals for minorities and women whose representation in the workforce is less than would be reasonably expected by availability estimates of the qualified labor pool.	Paper copy, South Carolina Commission on Indigent Defense. Requests for copies of this report should be submitted to the attention of Lori Frost, Human Resource Manager.
4	Wage and Contribution Report	SC Department of Employment and Workforce	State	Quarterly	March 31 June 30 September 30 December 31	Every employer must file this report for each calendar quarter showing each employee who was in employment at any time during the quarter.	Paper copy, South Carolina Commission on Indigent Defense. Requests for copies of this report should be submitted to the attention of Lori Frost, Human Resource Manager.
5	Minority Business Employment Utilization Plan	SC Department of Administration - OSMBCC	State	Annually	7/30/2017	To emphasize the use of minority small businesses by state agencies in all aspects of procurement.	Paper copy, South Carolina Commission on Indigent Defense. Requests for copies of this report should be submitted to the attention of Jeff Smith, Procurement Manager.
6	Minority Business Employment Utilization Quarterly Reports	SC Department of Administration - OSMBCC	State	Quarterly	April 30 July 29 October 29 January 29	To emphasize the use of minority small businesses by state agencies in all aspects of procurement.	Paper copy, South Carolina Commission on Indigent Defense. Requests for copies of this report should be submitted to the attention of Jeff Smith, Procurement Manager.
7	GAAP Other Payroll Liabilities Reporting (Packet 3.17)	SC Comptroller General	State	Annually	7/22/2017	GAAP requires the recognition and reporting of other payroll liabilities in addition to accrued payroll which include compensated absences and termination/separation liabilities. which include compensated absences and termination/separation liabilities.	Paper copy, South Carolina Commission on Indigent Defense. Requests for copies of this report should be submitted to the attention of Rodney Grizzle, Comptroller.
8	GAAP Operating Expenses Report (Packet 3.09)	SC Comptroller General	State	Annually	8/25/2017	GAAP require the State disclose in the Notes to its financial statements the terms of non-cancelable operating leases	Paper copy, South Carolina Commission on Indigent Defense. Requests for copies of this report should be submitted to the attention of Rodney Grizzle, Comptroller.
9	GAAP Prepaid Expenses (Packet 3.07)	SC Comptroller General	State	Annually	8/25/2017	Accurate reporting in accordance with GAAP requires the recognition of expenses in the period the benefit is received. Prepaid expenses include expenditures for goods and services whose usage period extends beyond June 30 of the current fiscal year and were paid for in the current fiscal year.	Paper copy, South Carolina Commission on Indigent Defense. Requests for copies of this report should be submitted to the attention of Rodney Grizzle, Comptroller.
10	GAAP Grants and Revenue Reports (Packet 3.03)	SC Comptroller General	State	Annually	9/6/2017	Accurate reporting in accordance with GAAP requires the analysis and recognition of receivables and deferred revenue in connection with grant awards and contributions.	Paper copy, South Carolina Commission on Indigent Defense. Requests for copies of this report should be submitted to the attention of Rodney Grizzle, Comptroller.
11	GP: Information Technology and Information Security Plans Report (Proviso 117.114)	SC Department of Administration	State	Annually	10/1/2016	The report is to update DOA on any changes or updates on the agency's IT plans or IT Security.	Paper copy, South Carolina Commission on Indigent Defense. Requests for copies of this report should be submitted to the attention of Rodney Grizzle, Comptroller.

Agency Name:		South Carolina Commission on Indigent Defense				Fiscal Year 2016-2017 Accountability Report	
Agency Code:		E230	Section:		061	Report Template (Updated for LOC Review)	
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
12	Mileage Report	SC Department of Administration	State	Quarterly	March 31 June 30 September 30 December 31	Mileage for all employees requesting reimbursement	Paper copy, South Carolina Commission on Indigent Defense. Requests for copies of this report should be submitted to the attention of Lori Frost, Human Resource Manager.
13	Accountability Report	SC Department of Administration - Executive Budget Office	State	Annually	9/15/2017	the Accountability Report is intended to report on an agency's performance for review by the Governor and the General Assembly. The Accountability Report provides for both a discussion of prior year expenditures and associates expenditures with prospective goals, strategies and objectives to move the agency forward in future years.	South Carolina Legislature Website. http://www.scstatehouse.gov/reports/aar2017/aar2017.php
14	Schedule of Federal Financial Assistance - SFFA	State Fiscal Accountability Authority - State Auditors Office	State	Annually	8/15/2017	Summary of all Federal Funds were received by SCCID for FY15-16	Paper copy, South Carolina Commission on Indigent Defense. Requests for copies of this report should be submitted to the attention of Rodney Grizzle, Comptroller.
15	Detailed Expenditure/Revenue Reports SCCID	South Carolina House of Representatives Ways & Means Committee and Senate Finance Committee	State	Annually	9/15/2017	Proviso 117.110 of the General Appropriations Act of FY2016-17 requires the Commission on Indigent Defense to provide a detailed revenue and expenditure report for each of the 16 Public Defender Offices. The reports are to be provided to the Chairmen of both the Senate Finance and Ways & Means Committees.	Electronic versions of these reports are provided to the State Library and to the South Carolina General Assembly - Legislative Services Agency. Paper copy is kept by the South Carolina Commission on Indigent Defense. Requests for copies of this report should be submitted to the attention of Rodney Grizzle, Comptroller.
16	Fines and Fees Report	South Carolina State Legislature	State	Annually	9/1/2017	Proviso 117.74 requires all agencies to provide and release to the public via that agency's website, a report of all aggregate amounts of fines an fees that are charged and collected by that agency in the prior fiscal year. Copies of this report are submitted the Chairmen of both the Senate Finance and Ways & Means Committees.	Copies of this report are on the South Carolina Commission on Indigent Defense's website; https://sccid.sc.gov/resources/policies
17	Debt Collection Report	South Carolina State Legislature	State	Annually	2/28/2018	Proviso 117.34 of FY17-18 Appropriations Act requires all agencies to provide the Chairmen of the Senate Finance, House Ways & Means Committees and the Inspector General a report detailing the amount of it's outstanding debt and all methods it has used to collect that debt. This report is submitted through the Executive Budget Office for dissemination to the appropriate recipients.	Paper copy, South Carolina Commission on Indigent Defense. Requests for copies of this report should be submitted to the attention of Rodney Grizzle, Comptroller.
18	Indigent Defense Screening Review	South Carolina State Legislature	State	One time	12/1/2017	Proviso 117.142 Required the Commission on Indigent Defense, the Judicial Department, Court Administration and the Summary Court Judges' Association and Clerks of Court Association to discuss the issue of screening applicants for indigent defense representation. The Proviso also required SCCID and Court Administration to make recommendations to the Chairmen of the House Ways & Means Committee, House Judiciary Committee, Senate Finance Committee, and the Senate Judiciary Committee by December 1, 2017.	Paper copy, South Carolina Commission on Indigent Defense. Requests for copies of this report should be submitted to the attention of Rodney Grizzle, Comptroller.

Agency Name:		South Carolina Commission on Indigent Defense				Fiscal Year 2016-2017 Accountability Report	
Agency Code:		E230	Section:		061	Report Template (Updated for LOC Review)	
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
19	Materials Management Quarterly Procurement Report	State Fiscal Accountability Authority -Procurement Services	State	Quarterly	March 31 June 30 September 30 December 31	State Statute 11-35-2440, 11-35-3830, 19-445.2015 and 11-35-1220 require all state agencies to report quarterly on Sole Source, Emergency, Trade-in Sales Procurements, Unauthorized (Illegal) Procurements, Preferences and 10% Rule Procurements.	This report is submitted on line on the State Fiscal Accountability Authority Procurement Servcies website via agency login and are retained by the Procurement Services. Request for this report would have to be made to the State Fiscal Accountability Authority Procurement Service Office, 1201 Main Street, Suite 600, Columbia, SC 29201 .
20	Program Evaluation Report - PER	South Carolina House of Representatives Legislative Oversight Committee	State	Annually	3/9/2018	The Program Evaluation Report is an in-depth analysis of the history, programs and processes of the South Carolina Commission on Indigent Defense	South Carolina House of Representatives website. Legislative Oversight Committee. http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee.php