

AGENCY NAME:	Secretary of State		
AGENCY CODE:	E080	SECTION:	096

Fiscal Year 2016-2017 Accountability Report

SUBMISSION FORM

AGENCY MISSION	The mission of the Secretary of State’s Office is to provide innovative technology to enhance the transaction of business in the State, to serve the business community and members of the public with prompt and efficient customer service, to protect the charitable donors of South Carolina, and to fulfill all other statutory duties of the Office.
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AGENCY VISION	The Office of the Secretary of State is mandated by the South Carolina Code of Laws to serve as the state filing office for business corporations, nonprofit corporations, limited partnerships, limited liability partnerships and limited liability companies, as well as for all Uniform Commercial Code Article 9 secured transaction filings. The Secretary of State also serves as the agent for service of process for corporations that do not have authority to transact business in South Carolina, and serves as registered agent as otherwise provided by statute. In addition to business filings, the Secretary of State’s Office examines and files state trademarks, maintains the state notary public database, and issues commissions for elected officials and those appointed by the Governor. The Secretary of State’s Office is also responsible for issuing all statewide cable franchises and serves as the repository for several types of municipal filings. The office handles the incorporation of municipalities and special purpose districts, the annexations of land, and the escheatment of real property in South Carolina. Finally, the Secretary of State’s Office regulates charitable organizations, professional fundraisers, nonprofit raffles, business opportunities, and employment agencies.
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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:	Melissa Dunlap	734-2157	mdunlap@sos.sc.gov
SECONDARY CONTACT:	LaToria Williams	734-1723	lwilliams@sos.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):	
	(TYPE OR PRINT NAME):

BOARD/CMSN. CHAIR (SIGN AND DATE):	
	(TYPE OR PRINT NAME):

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AGENCY'S DISCUSSION AND ANALYSIS

Statutory Duties

The Office of the Secretary of State is mandated by the South Carolina Code of Laws to serve as the state filing office for business corporations, nonprofit corporations, limited partnerships, limited liability partnerships, and limited liability companies, as well as for all Uniform Commercial Code Article 9 secured transaction filings. The Secretary of State also serves as the agent for service of process for corporations that do not have authority to transact business in South Carolina, and serves as registered agent as otherwise provided by statute. In addition to business filings, the Secretary of State's Office examines and files state trademarks, maintains the state notary public database, and issues commissions for elected officials and those appointed by the Governor. The Secretary of State's Office is also responsible for issuing all statewide cable franchises and serves as the repository for several types of municipal filings. The office handles the incorporation of municipalities and special purpose districts, the annexations of land, and the escheatment of real property in South Carolina. Finally, the Secretary of State's Office regulates charitable organizations, professional fundraisers, nonprofit raffles, business opportunities and employment agencies.

Mission Statement

The mission of the Secretary of State's Office is to provide innovative technology to enhance the transaction of business in the state, to serve the business community and members of the public with prompt and efficient customer service, to protect the charitable donors of South Carolina, and to fulfill all other statutory duties of the office.

The South Carolina Code requires the Secretary of State to serve as the filing agent for several types of documents, as noted in the table below:

Agency Division	Work Processes	Processed in FY 2016-2017
Business Filings	UCC Filings	93,462
	Corporate Filings	75,693
	Copy Work Requests	38,378
Charities	Charity Registrations & Financial Reports	22,025
	Charity Financial Report Extensions	6,619
	Professional Fundraiser Registrations	1,852
	Fundraiser Contracts & Financial Reports	2,255
	Raffle Registrations & Financial Reports	985
Notary, Boards and Commissions	Notary Applications	17,443
	Apostilles and Authentications	10,585
	Boards & Commissions Appointments	3,370
	Other Oaths & Commissions	1,158

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Trademarks	Trademark & Service Mark Registrations	789
Service of Process	Service of Process Requests	591
Municipalities	Annexation Filings	228
	Cable Franchise Filings	42
	Employment Agency Applications	181
	Business Opportunity Applications	27
	Special Purpose Districts	191

As the state’s repository for these official filings, the Secretary of State’s Office has continued to focus on technology enhancements in recent years. The goal of these enhancements is threefold: maintaining the highest levels of customer service and accessibility; improving efficiency and productivity of our staff; and protecting the data and infrastructure of the agency.

Technology Enhancements and Cyber Security

Information technology online applications remain a top priority for the Secretary of State’s Office. As reflected in our mission statement, providing online system applications to our customers is a goal of the office. In January 2017, the Secretary of State launched the Business Entities Online application for public access to file and search corporate documents. This latest phase of the comprehensive business filing, search, and document retrieval web-based application provides fast turn-around times for customers. In addition, it included the Business Entities In-house application. The Business Entities In-house application replaced a legacy system and allows agency personnel to enter filings received through the mail or submitted at the office and provide copies of filings electronically. Additionally, we have reviewed, edited, and reorganized the fillable corporate forms available on the agency’s website.

In addition to the normal periodic maintenance and support for several of the agency’s intranet applications, our legacy notary public application was replaced with a new application that provides better security and makes for a better user interface. In the Division of Public Charities, we provided a Charitable Solicitation Compliant Form on our website for customers. This form is for customers to send in complaints about solicitations from charities, professional fundraisers, and raffles that may warrant investigation. Furthermore, enhancements were made to the charities database that simplified the online filing process for customers by streamlining the options for uploading required documents and providing a PDF to customers that captured the information provided to our office during their online registration.

The Secretary of State’s Office continues to work with the Department of Administration’s Division of Technology to provide off-site storage of our databases as part of our disaster recovery plan. In addition, we continue to work on the requirement of the Department’s statewide security plan. With the Department’s recommendation, the agency has installed a program called FireEye on all its computers to monitor their usage as well as the agency’s servers. Our office is also in the process of implementing a two-factor authentication for additional login security on all VPN connections. With all the online services that the office provides, maintaining IT infrastructure is more critical than ever for serving our customers.

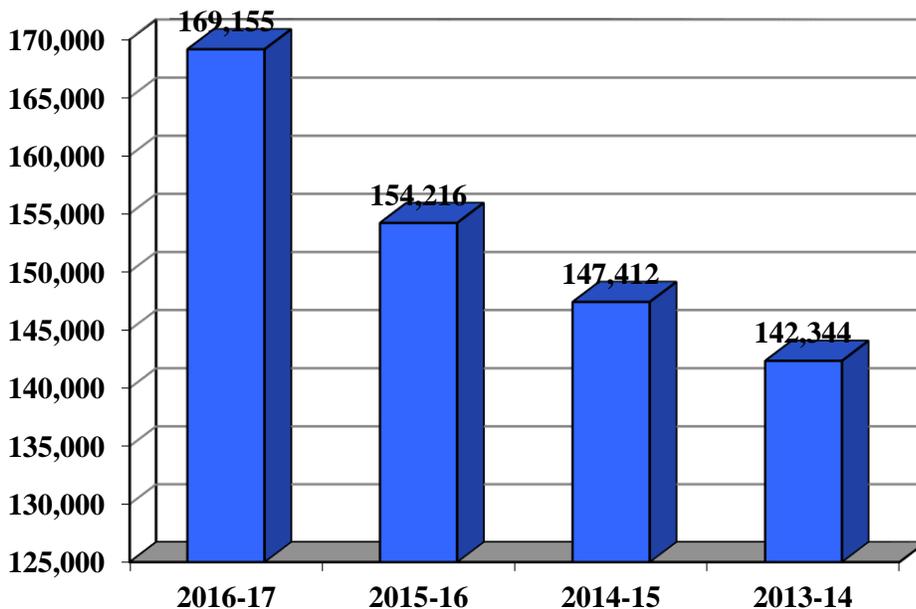
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Business Filings Division

The Secretary of State’s Office is integral to the transaction of business in the state. New business formations and amendments to existing business entities are filed with the office. The Secretary is also responsible for Uniform Commercial Code Article 9 secured transaction filings.

The number of Uniform Commercial Code filings increased by 11% percent from the previous year, from 84,232 UCC filings in FY 2015-2016 to 93,462 filed in FY 2016-2017. The number of corporate filings increased by 8%, from 69,984 filed in FY 2015-2016 to 75,693 in FY 2016-2017. The total number of business filings for FY 2016-2017 was 169,155 as compared to 154,216 in FY 2015-2016, a 9% increase.

Total Business Filings from FY 2013-14 to FY 2016-17



Secretary Hammond is committed to providing online filing capabilities critical for our customers. In FY 2016-2017, the Secretary of State’s Office launched its Business Entities Online Filing, Search, and Retrieval System. This followed the online Business Filings Document Request application that was

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introduced in FY 2015-2016. Together, these new online systems allow businesses to file corporate documents online and receive filed copies electronically from any location, at any time.

In addition to providing online service to our business customers, the Secretary of State’s Office is committed to responding to calls and walk-in customers. In FY 2016-2017, the corporate phone room assisted 84,613 customers. The Secretary of State’s Office also assisted 17,253 walk-in customers, 11,943 of which were business filings customers.

Division of Public Charities—Filings, Enforcement, and Donor Education

As administrator of the South Carolina Solicitation of Charitable Funds Act, Secretary Hammond remains committed to promoting transparency in charitable giving and protecting the donors of South Carolina. Under the Act, the mission of the Secretary of State’s Division of Public Charities is to (1) efficiently register all charitable organizations and professional fundraisers that are soliciting in the state of South Carolina; (2) review all financial reports submitted by registered charities and fundraisers, and make this information available to the public; and (3) investigate and prosecute all violations of the Solicitation of Charitable Funds Act.

In FY 2016-2017, 12,545 charitable organizations registered or filed annual applications for registration exemption with the Secretary of State’s Division of Public Charities. Fifty-three percent of these registrations and exemption applications were filed using the Secretary of State’s Online Charities System. Additionally, the Division of Public Charities filed over 16,000 annual financial reports and annual financial report extensions for charitable organizations, as well as over 4,000 professional fundraiser registrations, fundraising contracts and joint financial reports. In FY 2016-2017, 545 organizations filed raffle registrations with the Division, and nearly 40% of these organizations filed their raffle registration forms online.

During FY 2016-2017, Secretary Hammond continued to bring enforcement actions against charities and professional fundraisers that violated the Solicitation of Charitable Funds Act. The Secretary of State’s Office collected \$292,980.00 in fine revenue for violations of the Solicitation of Charitable Fund Act—a 5% increase over FY 2015-2016. The Secretary of State’s Office continued to join other states in investigating and pursuing enforcement actions, collaborating on five different multistate actions and projects. The Secretary of State’s Office also increased the number of petitions for injunctive relief filed with the Administrative Law Court from one to five, including four against local charities.

In order to assist donors with filing complaints, the Secretary of State’s Office created an Online Charitable Solicitation Complaint Form. This application allows consumers to submit confidential complaints regarding charitable organizations, professional fundraisers, and raffles directly from the Secretary of State’s website.

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In addition to promoting transparency and accountability, Secretary Hammond believes that donor education is central to fostering a culture of wise charitable giving. To that end, Secretary Hammond continued the tradition in FY 2016-2017 of recognizing ten Angel and ten Scrooge charities during the holidays. The Secretary of State’s Office also maintained the charity search engine on its website, which allowed donors to look up registered charities and review the most recent financial information filed with the Division of Public Charities. The office published on its website a comprehensive Professional Solicitor’s Report, which provided detailed information from joint financial reports filed by professional solicitors in calendar year 2015. Furthermore, Secretary of State’s Office staff conducted 35 speaking engagements and statewide trainings and presentations on the Solicitation of Charitable Funds Act and nonprofit raffles. Legal staff also conducted a training on Veterans Charities Fraud in Florida with representatives from the Attorney General’s Offices of California and Nevada. Finally, the Secretary of State’s Office published an educational brochure on nonprofit raffles to further educate charities and members of the public on this type of fundraising.

Trademarks Division and Counterfeit Goods Enforcement

The Secretary of State’s Office is the agency responsible for examining and filing all state trademarks and service marks. In FY 2016-2017, the office filed 789 trademarks and service marks. In order to assist trademarks customers, the Secretary of State’s Office debuted a new online listing of trademarks and service marks registered with the Secretary of State. The list is updated daily and includes the name of the trademark or service mark, the relevant goods or services and class numbers, the applicant’s name, and the expiration date of the mark. This listing makes it easier for trademark customers to determine the availability of a mark, and improves the efficiency of the Trademarks Division by reducing the number of calls received from customers.

The Secretary of State’s Office continued to assist law enforcement on the local, state and federal level to investigate and prosecute counterfeit trafficking in South Carolina. In FY 2016-2017, the Secretary of State’s Office facilitated 26 raids during this fiscal year that led to 15 arrests, 43 cease and desist orders, and the seizure of \$1,873,356.00 in counterfeit merchandise. Staff continued to raise awareness of the negative impact of counterfeit goods by presenting to various organizations throughout the state. The Secretary of State’s Office also conducted a one-day counterfeit training conference with the International Anti-Counterfeiting Coalition (IACC). This training was accredited through SLED, and included representatives from local, state, and federal law enforcement agencies.

Division of Notaries Public, Boards and Commissions, and Authentications

The Secretary of State is the public official charged with commissioning notaries public in the state of South Carolina. In FY 2016-2017, the Secretary of State commissioned over 17,443 notaries public, a nearly 4% increase from FY 2015-2016. In April 2017, the Secretary of State’s Office launched a new Notaries Database, which has improved efficiency by allowing staff to process and scan notary applications in one transaction.

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As in previous years, Secretary Hammond demonstrated his commitment to promoting understanding and compliance with state laws governing notaries by conducting eight free notary public seminars throughout the state. Furthermore, the Secretary of State’s Office produced a notary public webinar that is now available on its website.

Notaries Division staff continues to update the state boards and commissions online database that launched in 2014. The number of appointments recorded in the database nearly tripled from 1,249 in FY 2015-2016 to 3,370 in FY 2016-2017. The online system has benefited members of the public interested in serving on state boards and commissions, and the appointing authorities as well, by providing up-to-date information on current board members, expired terms and vacancies.

The Secretary of State’s Notaries Division processes apostilles and authentications daily for our customers who seek this service for adoption records, school records and transcripts, vital records, background checks and travel documents. Of the over 17,000 walk-in customers of the Secretary of State’s Office in FY 2016-2017, 3,838 were for this division. The Notaries Division also is responsible for maintaining all Executive Orders of the Governor and Ratified Acts of the General Assembly.

Risk Assessment and Mitigation Strategies

The Secretary of State’s Office is integral in the transaction of business in the state. The duties of the office are mandated by statute. Failing to accomplish our goals and objectives would have a detrimental impact on business and the economy in South Carolina, since articles forming, amending, and dissolving businesses are filed in the Secretary of State’s Office. The customers we serve include individual members of the public, business entities, nonprofits, lending institutions, the legal community, accountants, state agencies, and members of the legislative and executive branches of government.

In addition to affecting the business community, failing to meet our goals and objectives would impact charitable donors in the state of South Carolina. The Secretary of State is tasked with promoting transparency and accountability through the Solicitation of Charitable Funds Act, and taking enforcement actions against violators of the Act. The Secretary of State’s Office also works alongside the General Assembly and Governor’s Office by filing Ratified Acts and Executive Orders, as well as commissioning public officials.

In order to ensure that the Secretary of State’s Office meets its goals and objectives, the General Assembly could provide the following to ensure that the office does not face a crisis in delivering services:

1. Permit the Secretary of State’s Office to maintain additional revenue collected from other funds to assist with the operations of the office with increased spending authorization.

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2. Provide needed resources by increasing the agency’s General Fund Appropriations. In FY 2016-2017, the Secretary of State returned \$6,822,243.69 to the State General Fund, while receiving state appropriations of only \$1,064,500.00. This would allow the office to have adequate funds for projects critical in meeting the mission of the agency and to retain staff.

Restructuring Recommendations

The Secretary of State’s Office has no restructuring recommendations as none are needed in this agency.

Conclusion

Throughout his tenure as South Carolina’s Secretary of State, Secretary Hammond has remained committed to providing exemplary customer service to the public while fulfilling the many statutory duties of the office. He continues to strive toward this goal through cross-training of staff and enhancing the technological services of the office. Secretary Hammond remains committed to educating the public about the services offered by the agency, as well as promoting transparency and accountability in charitable giving.

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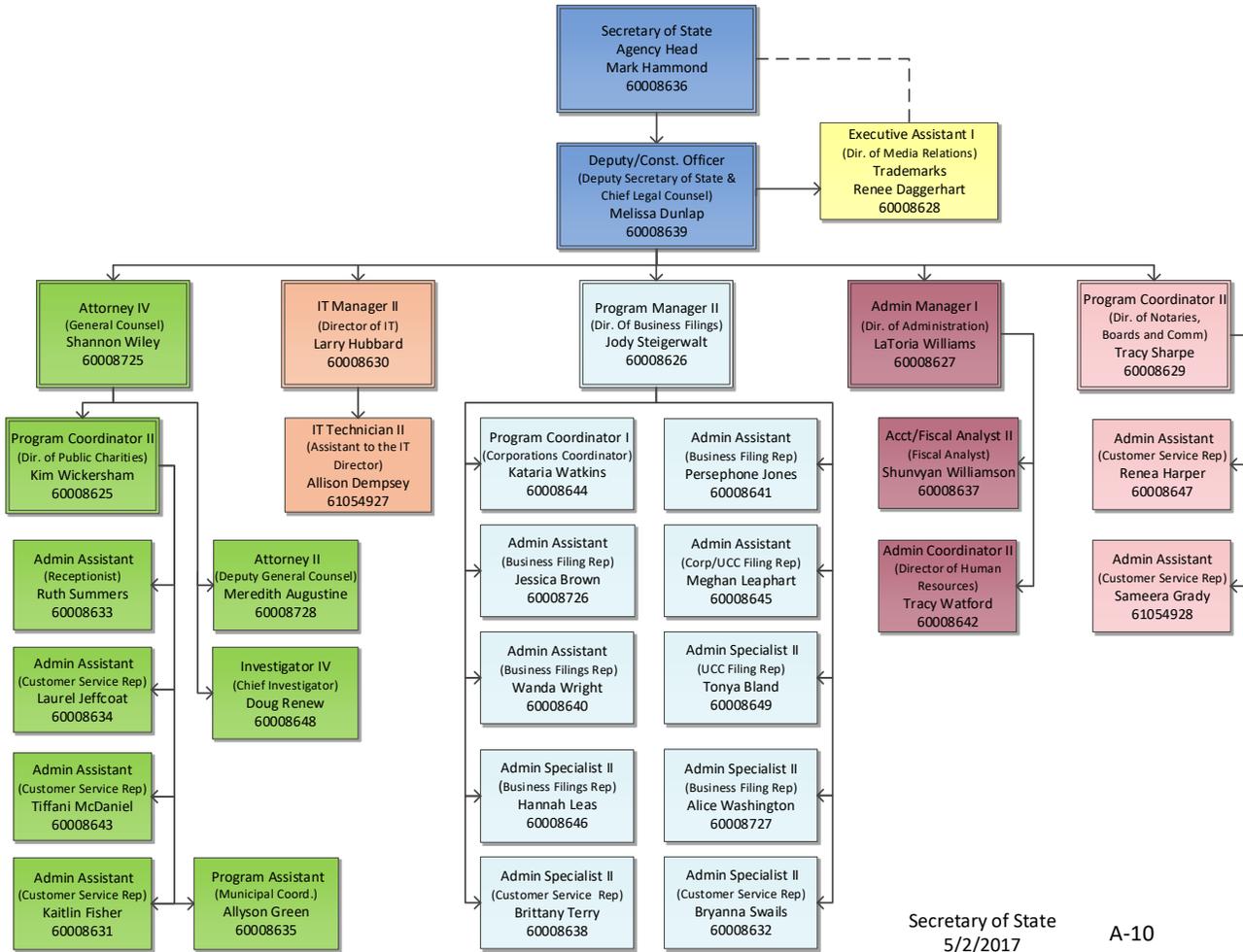
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Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
G	1			Government and Citizens	Provide required upgrades and enhancements to online charity application system.
S		1.1			Update charities, professional fundraisers, raffles applications and database and provide mobile device accessibility, improved functionality and long term support.
O			1.1.1		Provide 24/7 service to customers.
O			1.1.2		Expand services by increasing accessibility for mobile devices.
G	2			Government and Citizens	Continue functionality and enhancement to business filing system.
S		2.1			Create comprehensive reporting functionality.
O			2.1.1		Provide data for internal and external customers.
O			2.1.2		Increase number of reports available.
S		2.2			Complete user administration and content management components.
O			2.2.1		Provide 24/7 access to customers with increased filing options.
O			2.2.2		Increase the number of business filings submitted online.
G	3			Public Infrastructure and Economic Development	Increase the number of intranet applications to aid in the performance of statutory duties/functions.
S		3.1			Create centralized investigations database application for charities, professional fundraisers, raffles, investigations and trademark violations.
O			3.1.1		Protect data and records.
O			3.1.2		Provide staff additional tools for statutory duties.
S		3.2			Create database and applications for municipal incorporations, railroads, landlord-tenants, business opportunities and special purpose districts.
O			3.2.1		Protect permanent records.
O			3.2.2		Provide staff additional tools for statutory duties.
G	4			Government and Citizens	Protect and educate the public through the enforcement of the Solicitation of Charitable Funds Act.
S		4.1			Collaborate with other state and federal agencies to enforce Solicitation of Charitable Funds Act.
O			4.1.1		Participate in multi-state enforcement actions to protect the citizens of the state.
S		4.2			Provide public awareness and education on the Solicitation of Charitable Funds Act through continued statewide trainings and information on agency website.

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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	Does the law specify a deliverable (product or
1	Business Filings-Corporations and Nonprofits: SC Code §33-1-101, et seq.	State	Statute	Creation and amendments to business entities and nonprofits		
2	Uniform Commercial Code: SC Code §36-9-101, et seq.	State	Statute	Filing UCC documents and conducting searches		
3	Solicitation of Charitable Funds Act: SC Code §33-56-10, et seq.	State	Statute	Enforcement of Solicitation of Charitable Funds Act		
4	Notary Public and Apostilles: SC Code §26-1-5, et seq.	State	Statute	Notary and Apostille filings		
5	State Boards & Commissions: SC Code §1-1-1301, et seq.	State	Statute	State Boards & Commissions: monitoring, commissioning, providing information		
6	Trademarks: SC Code §39-15-10 et seq.	State	Statute	Filing of state trademarks and service marks		
7	Municipal Incorporations: SC Code §5-1-10, et seq.	State	Statute	Incorporation of new municipalities		
8	Special Purpose Districts: SC Code § 6-11-335 et seq.	State	Statute	Reporting requirements for special purpose districts		
9	Service of Process: SC Code §15-9-245, et seq.	State	Statute	Secretary of State as agent for service of process		
10	Cable Franchise Authority: SC Code §58-12-5, et seq.	State	Statute	Issuance of cable franchise authority		
11	Employment Agencies: SC Code §41-25-10, et seq.	State	Statute	Filing and renewal of license for employment agencies		
12	Business Opportunities: SC Code §39-57-10, et seq.	State	Statute	Registration and renewal of business opportunities		
13	Nonprofit Raffles: SC Code §33-57-100, et seq.	State	Statute	Enforcement of nonprofit raffle legislation		
14	Escheatment of Real Property: SC Code § 27-19-10, et seq.	State	Statute	Notice and processes for land escheated to the state by death of property owner		
15	Qualified Businesses: SC Code §11-44-60	State	Statute	High Growth Small Business Job Creation Act		
16	113-200 Municipal Corporations	State	Regulation	Outlines requirements for the incorporation of municipalities		
17	113-300 Uniform Real Property Recording Act	State	Regulation	Outlines procedures for the electronic filing of real property records		
18	96.1 (SS: UCC Filing Fees)	State	Proviso	Revenues from the fees raised pursuant to Sections 36-9-525(a), not to exceed \$180,000, may be retained by the Secretary of State for purposes of UCC administration.		

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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>
Business Filings Division; Corporations	Files organizing documents, amendments and all other forms related to the operation of corporations, limited liability companies, limited partnerships and limited liability partnerships.	Filings of corporate documents, search and retrieval of all corporate documents, repository of permanent state records	General Public	Business owners, banks, attorneys, accountants, and individuals
Business Filings Division; UCC	Responsible for filing of Uniform Commercial Code Article 9 Secured Transactions filings.	Filing UCCs and UCC amendments; providing state repository of all UCC filings for search and retrieval; provide public notice system of UCC filings as the central filing office for financing statements regarding security interests.	General Public	Business owners, banks, attorneys, accountants, and individuals
Public Charities Division	Protecting charitable donors through the enforcement of the Solicitation of Charitable Funds Act.	Regulates charitable organizations and professional fundraisers. Regulates the registration of certain nonprofit organizations wishing to conduct raffles in the state. Oversees annual registration and financial reporting for charitable organizations.	General Public	All members of the public who donate to charitable organizations in South Carolina
Notary and Apostille Division	Commissions notaries public and maintains oaths of office. Authenticates acts of notaries or other officials through an apostille for countries that are parties to the Hague Convention and state authentications for non-member countries.	Processing notary public applications and issuing commissions. Providing statewide training on notary public laws. Authenticates acts of notaries public or officials whose signatures are filed with the SOS by issuing an apostille or state authentication.	General Public	Notaries public, attorneys, banks, individuals
Notary and Apostille Division	Commissions notaries public and maintains oath of office. Authenticates acts of notaries or other officials through an apostille for countries that are parties to the Hague Convention and state authentications for non-member countries.	Processing notary public applications and issuing commissions. Providing statewide training on notary public laws. Authenticates acts of notaries public or officials whose signatures are filed with the SOS.	Legislative Branch	
Trademark Division	Registers trademarks and service marks for use within the state of South Carolina.	Examining and filing trademark and service mark applications. Maintaining trademark and service mark database for customer search. Processes renewals every five years.	General Public	Business owners and individuals

Boards and Commissions	Files oaths for elected officials and appointments made by the Governor, issues commissions and maintains records of terms. Provides the public up- to- date information on vacancies on boards and commissions as well as expired terms.	General Public	Individuals
Boards and Commissions	Files oaths for elected officials and appointments made by the Governor, issues commissions and maintains records of terms. Provides the public up- to- date information on vacancies on boards and commissions as well as expired terms.	Executive Branch/State Agencies	
Boards and Commissions	Files oaths for elected officials and appointments made by the Governor, issues commissions and maintains records of terms. Provides the public up- to- date information on vacancies on boards and commissions as well as expired terms.	Legislative Branch	
Service of Process	Delivery of a summons and complaint or other legal document to a person, entity, or registered agent to provide notice of a pending legal action. The Secretary of State serves as registered agent for service of process for foreign corporations not authorized to do business in South Carolina and other entities that do not maintain a registered agent in this state.		Legal community, business community and individuals
Municipalities and Cable Franchise Authority, and Special Purpose Districts	Reviews proposed petitions for incorporation of municipalities and works with Joint Legislative Committee on Municipal Incorporation to determine possible incorporation. Files records of all annexations and maintains and publishes records of all special purpose districts at the end of every even-numbered year.	Local Govts.	

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Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Objective(s)
Department of Revenue	State Government	DOR and SOS work together on administrative dissolutions of business entities that are not in statutory compliance with the requirements to remain in good standing as a business in the state. In addition, the SOS provides DOR information on the formation of new business entities.	
South Carolina Interactive	Non-Governmental Organization	SCI(SC.gov) and SOS partner to create innovative IT solutions for our customers at minimal or no cost to taxpayers. Our current project is the online submission, search, and document retrieval of business filings for entities such as corporations, nonprofits, and limited liability companies.	
Department of Administration	State Government	The Department of Administration Division of Technology and SOS partner to provide off-site storage for the permanent records of the SOS as part of the SOS disaster recovery plan, and in implementing the statewide IT security plan.	
South Carolina Business One Stop (SCBOS)	State Government	The SOS provides CL-1 information to DOR through SCI(SC.gov) and provides reports to DOR on the formation and closure of businesses. Administrative dissolutions of entities are also processed through a joint SOS, SCI (SC.gov) and DOR project.	
TIBA Solutions	Non-Governmental Organization	SOS and TIBA partner to provide online solutions to enforce the Solicitation of Charitable Funds Act and protect charitable donors in South Carolina.	

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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 Report	House Legislative Oversight Committee	State	Annually		Agency restructuring if needed	www.scstatehouse.gov
2	Accountability Report	Executive Budget Office	State	Annually	9/15/2017	Report on agency performance, goals, and objectives	www.sos.sc.gov
3	Restructuring Report	Senate Oversight Committee	State	Annually		Restructuring if needed	Contact the agency
4	High Growth Small Business Job Creation Act	House Ways & Means, Senate Finance, & the Governor	State	Annually	1/31/2017	Pursuant to SC Code §11-44-60, the Secretary of State publishes an aggregated statewide report with the number of qualified businesses, amount of capital raised, number of jobs created, and average wages	www.sos.sc.gov
5	Agency Fines and Fee Report	Chair of Senate Finance and House Ways & Means	State	Annually	9/15/2017	Agency fees and fines collected	www.sos.sc.gov
6	Agency Debt Collection Report	Executive Budget Office	State	Annually	3/1/2017	This report details the amounts of outstanding debt and all methods used to collect debt	Contact the agency
7	Other Funds Survey	Revenue and Fiscal Affairs & Executive Budget Office	State	Annually	11/1/2017	This report gathers information about agency other funds to be used when writing the budget	Contact the agency
8	Procurement Report	State Fiscal Accountability Authority (SFAA)	State	Quarterly	April, July, October and January	Reporting on any illegal and sole sourced procurements by the agency	Contact the agency
9	Wage & Contribution Report	Department of Employment Workforce (DEW)	State	Quarterly	April, July, October and January	Employee's wages of covered employees for unemployment insurance	Contact the agency
10	MBE Utilization Plan	Small and Minority Business Contracting and Certification (SMBCC)	State	Annually	7/5/2017	Pursuant to SC Code §11-35-5240, agency's goal to spend certain percentage of the fiscal years operating income with small and minority businesses	Contact the agency
11	MBE Progress Report	Small and Minority Business Contracting and Certification (SMBCC)	State	Quarterly	October, January, April and July	Agency minority spending progress to meet utilization plan	Contact the agency
12	EEO Progress Report	South Carolina Human Affairs	State	Annually	10/19/2017	Report on agency's progress required by Proviso 117.14 of Appropriations Act (Affirmative Action)	Contact the agency
13	Payroll Report	South Carolina State Accident Fund	State	Annually	7/9/2017	Reports of agency's gross payroll and number of employees, along with agency's Drug and Alcohol Free Workplace Policy	Contact the agency
15	Capital Assets Report	Comptroller General's Office	State	Annually	9/15/2017	Reports on the agency's capital assets for the fiscal year. Informs the Comptroller General's Office that a physical inventory was done and if any adjustments were needed to the asset ledger	Contact the agency
16	Cash and Investments Report	Comptroller General's Office	State	Annually	7/21/2017	This report gathers information regarding the types of cash and investments owned by an agency	Contact the agency
17	Operating Lease Report	Comptroller General's Office	State	Annually	8/25/2017	The report focuses on the terms of noncancelable operating leases	Contact the agency

