Chairman Wm. Weston J. Newton

First Vice-Chair:
Laurie Slade Funderburk

Katherine E. "Katie" Arrington
Gary E. Clary
MaryGail K. Douglas
Phyllis J. Henderson
Joseph H. Jefferson Jr.
Mandy Powers Norrell
J. Todd Rutherford
Tommy M. Stringer
Bill Taylor

Jennifer L. Dobson
Research Director

Cathy A. Greer
Administration Coordinator

Legislative Oversight Committee

South Carolina House of Representatives

Post Office Box 11867
Columbia, South Carolina 29211
Telephone: (803) 212-6810 • Fax: (803) 212-6811

Room 228 Blatt Building

William K. (Bill) Bowers
Neal Collins
Raye Felder
William M. "Bill" Hixon
Ralph W. Norman
Robert L. Ridgeway III
James E. Smith Jr.
Edward R. Tallon Sr.
Robert Q. Williams

Charles L. Appleby IV
Legal Counsel

Carmen J. McCutcheon Simon
Research Analyst/Auditor

April 11, 2017

<u>VIA EMAIL and U.S. MAIL</u>
The Honorable Curtis M. Loftis, Jr.
State Treasurer
Post Office Box 11778
Columbia, South Carolina 29211

Dear Treasurer Loftis:

The House Legislative Oversight Committee met to review the Executive Subcommittee's Study of the Treasurer's Office on March 30, 2017. As a follow up to the meeting, the Committee seeks the following additional information, relating to conversion of systems to the South Carolina Enterprise Information System, from the agency by Thursday, April 20, 2017:

<u>Conversion of Systems to the South Carolina Enterprise Information System (SCEIS)</u>
1. Ms. Adams testified some aspects of conversions have been completed, but others are still in progress (e.g., reporting). Please list the major parts of a complete conversion (i.e., reporting, etc.).
2. Please provide the information requested in Attachment A to this letter.
3. Are there any systems or subsystems the Treasurer's Office does not plan to convert? If so, please list each one and, for each, explain under what authority the Treasurer's Office has the option of not converting the system or subsystem.
4. Why does the Treasurer's Office only provide information on cash, unclaimed property, securities lending, and local government investment pool to the Comptroller General once a year as opposed to this information being in the general ledger in SCEIS where it can be updated and available anytime during the year?
5. Are the statewide functions managed through the Treasurer's Office the only conversions left to complete the SCEIS conversion for the state?

6. Please list the number of staff, by area (e.g., IT, Financial Analysts, Support Staff, etc.), from the Treasurer's Office and Department of Administration that are involved in the conversion of the systems to SCEIS.

In your responses to these questions, please provide the Committee with any relevant, necessary context information. If the agency has any concerns about the format yielding answers that do not provide an accurate reflection of the agency, please express those concerns prior to responding to the question, in a written letter with a copy to staff for the Committee. Please retain your working papers for the responses in the event the Committee would like to view those.

Thank you for your service to the citizens of South Carolina.

Sincerely,

Signature Redacted

Wm. Weston J. Newton
Committee Chair

cc: House Legislative Oversight Committee
        Mr. Steven Lake, Director of the South Carolina Enterprise Information System

Attachment A
Systems and subsystems about which information is requested

*Note: If the conversion of all parts of a system or subsystem are complete, the agency may simply type "conversion complete" in response to the items with an *

Agency's conversion of agency records to…
SCEIS' Human Resources module
- Date Conversion Started:
- Date Conversion Complete:
- *Parties involved/required for completion of conversion (if conversion not complete):
- *Challenges in conversion (if conversion not complete):
- *Parties who utilize the information in the system (if conversion not complete):

SCEIS' Financial Accounting (FI) module
- Date Conversion Started:
- Date Conversion Complete:
- *Parties involved/required for completion of conversion (if conversion not complete):
- *Challenges in conversion (if conversion not complete):
- *Parties who utilize the information in the system (if conversion not complete):

SCEIS' Funds Management (FM) module
- Date Conversion Started:
- Date Conversion Complete:
- *Parties involved/required for completion of conversion (if conversion not complete):
- *Challenges in conversion (if conversion not complete):
- *Parties who utilize the information in the system (if conversion not complete):

SCEIS' Controlling (CO) module
- Date Conversion Started:
- Date Conversion Complete:
- *Parties involved/required for completion of conversion (if conversion not complete):
- *Challenges in conversion (if conversion not complete):
- *Parties who utilize the information in the system (if conversion not complete):

SCEIS' Grants Management (GM) module
- Date Conversion Started:
- Date Conversion Complete:
- *Parties involved/required for completion of conversion (if conversion not complete):
- *Challenges in conversion (if conversion not complete):
- *Parties who utilize the information in the system (if conversion not complete):

Agency's conversion of statewide information in…

Total Funds reported on, in total, in all the systems and subsystems not yet converted to the South Carolina Enterprise Information System (SCEIS): $_____

Note: If the conversion of all parts of a system or subsystem are complete, the agency may simply type "conversion complete" in response to the items with an *

Investment Management System
- Date Complete System Conversion Started:
- Date Complete System Conversion Complete:
- Parties who utilize the information in the system:
- *Major Parts of Conversion with start and completion date (if complete system not converted):
    - *Insert name of major part* (*Actual or Target* Start Date: *Insert Date*) (*Actual or Target* Completion Date: *Insert Date*)
- *Parties involved/required for completion of conversion (if conversion not complete):
- *Challenges in conversion (if conversion not complete): *The Committee is seeking a list of specific challenges (e.g. insufficient funds, personnel, etc.) as opposed to broad terms.*

Debt Management System
- Date Complete System Conversion Started:
- Date Complete System Conversion Complete:
- Parties who utilize the information in the system:
- *Major Parts of Conversion with start and completion date (if complete system not converted):
    - *Insert name of major part* (*Actual or Target* Start Date: *Insert Date*) (*Actual or Target* Completion Date: *Insert Date*)
- *Parties involved/required for completion of conversion (if conversion not complete):
- *Challenges in conversion (if conversion not complete): *The Committee is seeking a list of specific challenges (e.g. insufficient funds, personnel, etc.) as opposed to broad terms.*

Banking Deposits System
- Date Complete System Conversion Started:
- Date Complete System Conversion Complete:
- Parties who utilize the information in the system:
- *Major Parts of Conversion with start and completion date (if complete system not converted):
    - *Insert name of major part* (*Actual or Target* Start Date: *Insert Date*) (*Actual or Target* Completion Date: *Insert Date*)
- *Parties involved/required for completion of conversion (if conversion not complete):
- *Challenges in conversion (if conversion not complete): *The Committee is seeking a list of specific challenges (e.g. insufficient funds, personnel, etc.) as opposed to broad terms.*

Cash Management Subsystem
- Date Complete System Conversion Started:
- Date Complete System Conversion Complete:
- System(s) (e.g., Investment, Debt, Banking) with which this subsystem interacts:
- Parties who utilize the information in the system:
- *Major Parts of Conversion with start and completion date (if complete system not converted):
    - *Insert name of major part* (*Actual or Target* Start Date: *Insert Date*) (*Actual or Target* Completion Date: *Insert Date*)
- *Parties involved/required for completion of conversion (if conversion not complete):
- *Challenges in conversion (if conversion not complete): *The Committee is seeking a list of specific challenges (e.g. insufficient funds, personnel, etc.) as opposed to broad terms.*

Financial Management Subsystem
- Date Complete System Conversion Started:
- Date Complete System Conversion Complete:
- System(s) (e.g., Investment, Debt, Banking) with which this subsystem interacts:
- Parties who utilize the information in the system:
- *Major Parts of Conversion with start and completion date (if complete system not converted):
    - *Insert name of major part* (*Actual or Target* Start Date: *Insert Date*) (*Actual or Target* Completion Date: *Insert Date*)
- *Parties involved/required for completion of conversion (if conversion not complete):
- *Challenges in conversion (if conversion not complete): *The Committee is seeking a list of specific challenges (e.g. insufficient funds, personnel, etc.) as opposed to broad terms.*

Local Government Investment Pool Subsystem
- Date Complete System Conversion Started:
- Date Complete System Conversion Complete:
- System(s) (e.g., Investment, Debt, Banking) with which this subsystem interacts:
- Parties who utilize the information in the system:
- *Major Parts of Conversion with start and completion date (if complete system not converted):
    - *Insert name of major part* (*Actual or Target* Start Date: *Insert Date*) (*Actual or Target* Completion Date: *Insert Date*)
- *Parties involved/required for completion of conversion (if conversion not complete):
- *Challenges in conversion (if conversion not complete): *The Committee is seeking a list of specific challenges (e.g. insufficient funds, personnel, etc.) as opposed to broad terms.*

Capital Projects Subsystem
- Date Complete System Conversion Started:
- Date Complete System Conversion Complete:
- System(s) (e.g., Investment, Debt, Banking) with which this subsystem interacts:
- Parties who utilize the information in the system:
- *Major Parts of Conversion with start and completion date (if complete system not converted):
  - *Insert name of major part* (*Actual or Target* Start Date: *Insert Date*) (*Actual or Target* Completion Date: *Insert Date*)
- *Parties involved/required for completion of conversion (if conversion not complete):
- *Challenges in conversion (if conversion not complete): *The Committee is seeking a list of specific challenges (e.g. insufficient funds, personnel, etc.) as opposed to broad terms.*

Health and Human Services Banking System
- Date Complete System Conversion Started:
- Date Complete System Conversion Complete:
- System(s) (e.g., Investment, Debt, Banking) with which this subsystem interacts:
- Parties who utilize the information in the system:
- *Major Parts of Conversion with start and completion date (if complete system not converted):
  - *Insert name of major part* (*Actual or Target* Start Date: *Insert Date*) (*Actual or Target* Completion Date: *Insert Date*)
- *Parties involved/required for completion of conversion (if conversion not complete):
- *Challenges in conversion (if conversion not complete): *The Committee is seeking a list of specific challenges (e.g. insufficient funds, personnel, etc.) as opposed to broad terms.*

Capital Leases Subsystem
- Date Complete System Conversion Started:
- Date Complete System Conversion Complete:
- System(s) (e.g., Investment, Debt, Banking) with which this subsystem interacts:
- Parties who utilize the information in the system:
- *Major Parts of Conversion with start and completion date (if complete system not converted):
  - *Insert name of major part* (*Actual or Target* Start Date: *Insert Date*) (*Actual or Target* Completion Date: *Insert Date*)
- *Parties involved/required for completion of conversion (if conversion not complete):
- *Challenges in conversion (if conversion not complete): *The Committee is seeking a list of specific challenges (e.g. insufficient funds, personnel, etc.) as opposed to broad terms.*