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|---------------------|--|-----------------|-----------|
| AGENCY NAME: | South Carolina Commission on Indigent Defense | | |
| AGENCY CODE: | E230 | SECTION: | 61 |

Fiscal Year 2016-2017 Accountability Report

SUBMISSION FORM

AGENCY MISSION

The Commission and the Office of Indigent Defense were established by Act 164 of 1993, effective July 1, 1993. The Office operates pursuant to §17-3-310, et seq. of the South Carolina Code of Laws, 1976, as amended. Effective July 1, 2005, the Office of Appellate Defense became a division within the agency.

The Commission on Indigent Defense, through the Office of Indigent Defense and its divisions, and in cooperation and consultation with other state agencies, professional associations and other groups interested in the administration of criminal justice and the improvement and expansion of defender services, establishes and monitors programs and services for legal representation to indigent defendants charged with criminal offenses in the courts of the state. The agency also manages the Rule 608 Contract program, contracting with attorneys across the state to provide representation in criminal and specific family court cases.

The Appellate Defense division of SCCID handles appeals on behalf of indigent clients and consists of a staff of eleven attorneys.

The Capital Trial division within SCCID handles capital cases, statewide, frequently partnering with outside counsel appointed by the court.

The Office of Indigent Defense establishes criteria for determining indigency and qualifications for services, establishes guidelines for court-appointed attorneys in representing indigent clients, and administers distribution of funding for indigent defense. Additionally, the office establishes and supervises training programs for public defenders and staff across the State, and oversees a central reporting system of statistical data in the delivery of indigent defense services.

AGENCY VISION

The SC Commission on Indigent Defense (SCCID) is responsible for ensuring that all individuals are provided indigent defense services in South Carolina and provide the highest quality of representation to our clients.

The SCCID sets and enforces standards, resources and ensures consistency across South Carolina, and to maintain accountability of those persons entrusted with the life and liberty of indigent persons charged with crimes, facing DSS abuse and neglect, Termination of Parental Rights, other Family Court matters, PCR and SVP matters.

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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.

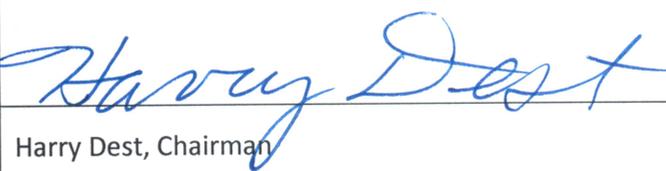
| | Yes | No |
|---------------------------------------|--------------------------|-------------------------------------|
| RESTRUCTURING RECOMMENDATIONS: | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

| | <i>Name</i> | <i>Phone</i> | <i>Email</i> |
|---------------------------|-------------------|--------------|-----------------------|
| PRIMARY CONTACT: | Rodney P. Grizzle | 734-1168 | rgrizzle@SCCID.sc.gov |
| SECONDARY CONTACT: | Donna Bridges | 734-1451 | dbridges@SCCID.sc.gov |

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): J. Hugh Ryan, III |

| | |
|---|--|
| BOARD/COMM. CHAIR (SIGN AND DATE): |  |
| | (TYPE OR PRINT NAME): Harry Dest, Chairman |

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AGENCY'S DISCUSSION AND ANALYSIS

The South Carolina Commission on Indigent Defense (SCCID) continued to strengthen and fulfill the mission of our statewide public defender system which was created in 2007. Circuit Public Defenders actively participated in all phases of the legislative budget process and with legislation affecting the state's criminal justice system by attending sub-committee and committee hearings throughout the legislative session. The agency continued to monitor the hiring of additional public defenders and support personnel statewide, with the \$6.2 million in new funding that was received during the 2016 legislative session.

SCCID continued quarterly meetings with the Circuit Public Defenders and maintained open communication lines with all. SCCID continued to expand its training program. SCCID successfully conducted its 3rd annual Public Defense 100 training series for new public defenders entering the system from throughout the state. The program consists of three multi-day seminars and workshops focusing on case analysis and trial advocacy. SCCID has also expanded its training to include attorneys, who contract with the agency, to represent indigent clients in cases where the public defender has a conflict. In conjunction with Cornell Law School and The Children's Law Center SCCID offered a seminar for attorneys representing defendants in juvenile life-without-parole cases. Working with the Children's Law Center, SCCID has also begun an ongoing series of training workshops for juvenile defenders. In addition to its ongoing training programs, SCCID will continue to present seminars on new and developing areas in the law to assure that clients receive knowledgeable and effective representation.

The agency entered its 5th year of contracting with private attorneys to handle criminal conflicts, Family Court, PCR and SVP cases, which are awarded on a one-year basis to attorneys throughout the state. This program, which effectively supplants the Rule 608 court-administered program, continues to be highly successful and efficient in moving cases, and continues to receive universal approval from judges, participating attorneys, prosecutors and agencies that are involved. Only the most qualified attorneys are selected for contracts which are awarded by a committee consisting of representatives of the agency, the SC Bar, the Commission and the Circuit Public Defenders. The results of the contract system has been to eliminate calendar conflicts, move the dockets faster, reduce the number of potential appeals and provide quality representation. The agency continued its partnership with the USC Law School's Children's Law Center to co-host, with SCCID, seminars on Family Law issues for contract attorneys and public defenders handling juvenile criminal cases. SCCID fully participates in the Bench and Bar Committee for Family Law and has a well-established cooperative relationship with all interests which are represented on the committee, to include DSS, DJJ, Court Administration, GAL Program, Family Court Judges and other key personnel in the Family Court

In order to meet the State of South Carolina's new standards on cyber security and privacy, SCCID made the decision to migrate our agency servers, data-base and desktop support to the Department of Administration's Division of Technology Office. The migration was done in three phases with a pilot group of employees from each of three program areas moved in phase one. In phase two, our data-base and employees of the administration program were moved over and in the final phase the Appellate Defense program employees were moved over behind the DTO firewall protection. The migration of the IT services will provide SCCID with all the necessary security and support necessary to allow the agency to meet the needs of all the employees as well as the outside users of the voucher systems and

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database. The agency will be requesting recurring funding for the IT services that are being provided by DTO in the agency's 2018-19 Budget request.

The agency continues to monitor and review its policies and guidelines and their application by service providers, including private investigators, contract attorneys and other counsel appointed by the courts. We have frequently requested hearings, or telephone conferences with judges and counsel to address requests for attorney fee/expert witness fees that exceed caps, policies and guidelines, or to establish an agreement as to caps on fees and experts in many cases. This has resulted in a much more efficient use of limited state resources. While it has taken many years to reach this point, nearly all participants in the system now recognize that the agency does carefully monitor and audit voucher requests for payment of fees and costs that do not appear reasonable. The contract system, because of its flat fee structure, has resulted in a more efficient voucher processing system. Due to this increased efficiency, the agency did not find it necessary to fill a voucher processing position after the position became vacant.

We continue to work very diligently to have municipalities (with optional courts) provide resources for indigent representation, and in a growing number of municipalities, the municipality and the circuit public defender have entered into contracts to do so. The legislature overwhelmingly again approved Proviso 61.12, which requires adequate funding by municipalities that chose to have a municipal court. This continues to fulfill a long term goal of the Commission and the agency, and is a significant achievement in both providing access to justice at the municipal level and having the funding source for it as well.

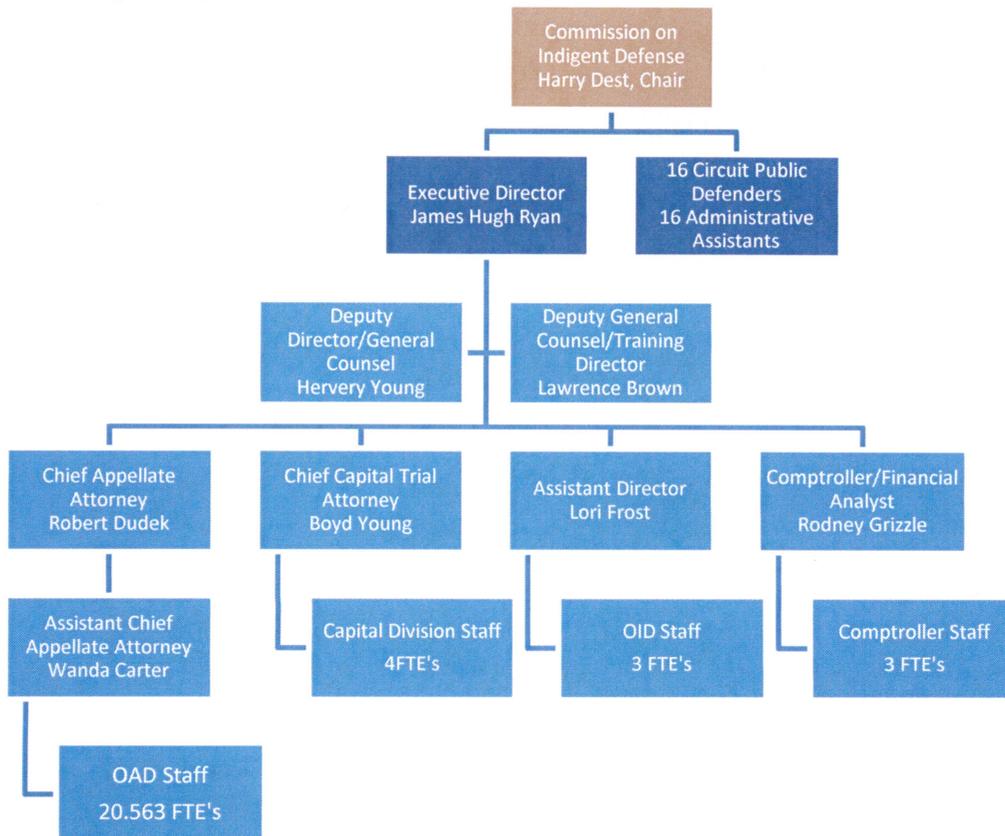
The agency provided staff assistance to public defender members on a variety of issues affecting criminal justice, including legislative issues and issues generated by appellate court rulings. Some of these included law enforcement body camera, docket management, and sentencing reform legislation, supervising the determination of juvenile cases affected by the Byars ruling dealing with resentencing of juveniles sentenced to life without parole. The agency entered into a grant arrangement with the US Department of Justice, Department of Juvenile Justice for updates to the Collateral Consequences booklet to be distributed statewide and to present as a model to the rest of the country in emphasizing the issue of collateral consequences for bad behavior. The Department of Juvenile Justice has engaged the Youth Advisory Council at the Annie E. Casey Foundation to assist with the review of the Collateral Consequences booklet and hope to have the updates completed by October of 2017. Throughout the year the agency worked closely with representatives of DSS, the USC Law School Children's Law Center, and the SC Bar Bench and Bar committee on numerous issues affecting representation of indigent juveniles and related matters.

The agency continued support and program planning and implementation with the SC Public Defender Association and the SC Public Defender Investigator Association for their respective annual training conferences; co-sponsoring with the USC School of Law's Children's Law Center seminars on juvenile issues for both public defenders and private bar contract attorneys; continuation of the highly successful Public Defender Summer Rural Extern Program in partnership with the Charleston School of Law; continuation of its arrangement with the Nelson Mullins law firm to provide pro bono appellate attorneys to assist the agency's appellate division in brief writing and oral arguments of selective cases before the state's appellate courts to help alleviate the crushing caseload that our appellate division must handle.

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The position of Comptroller/Financial Analyst, created in July of 2016 and filled in August of 2016 continues to serve a crucial function for the agency. This position provides the agency with an uninterrupted focus on its finances and their sources, which can be very complex to understand and follow, and allows us to pursue financial audits of fee and fine allocations. It has also allowed the Assistant Director position to focus entirely on administrative and personnel matters and supervise voucher processing and payment. All of this has resulted in a much smoother and more cost effective operation of the agency with increased accountability. In addition there is continued publishing of weekly (every Monday) financial reports with year to date and supporting information and side-by-side comparisons over a 4 year history; continued adjustments in agency operational priorities as necessary and close monitoring of fees and fines revenue designated for agency receipt.

The Commission in accordance with Proviso 117.142, has conducted extensive research into the issue of the screening process of those applying for Public Defender Services. We have met with the Chief Justice of the South Carolina Supreme Court, Legislators, court personnel in all 46 counties and numerous others involved in the screening process to develop proposed plans to improve this process and ensure only those truly indigent receive appointed counsel. A report on this issue is due to the legislature on December 1, 2017.



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Strategic Planning Template

| Type | Goal | Item # Strat | Object | Associated Enterprise Objective | Description |
|------|------|-----------------|--------|--|--|
| G | 1 | | | Government and Citizens | Ensure the Effective Legal Representation of South Carolina Citizens eligible for Indigent Defense Services |
| S | | 1.1 | | | Enhance the Circuit Public Defender System |
| O | | | 1.1.1 | | Provide effective administration for the Circuit Public Defender offices and for the appointment of counsel for all qualified indigent defendants in SC trial courts & Family Court |
| O | | | 1.1.2 | | Increase the number of Public Defenders in each Circuit to Reduce the number of cases handled by each Public Defender to ensure efficient Representation of indigent defendants in all SC trial courts |
| O | | | 1.1.3 | | Increase the number of Investigators in each Circuit |
| O | | | 1.1.4 | | Monitor the Rule 608 Contract System to provide effective representation for parents and other parties in family court matters and to control fees and expenses |
| O | | | 1.1.5 | | Begin Analysis of Interface of the Circuit Public Defender Offices into the Judicial Department's Case Management System (CMS) |
| S | | 1.2 | | | Maintain the Appellate Defense System |
| O | | | 1.2.1 | | Provide effective administration for the Appellate Defense System for all indigent defendants in the SC trial courts |
| O | | | 1.2.2 | | Ensure judicious submission of Direct Appeal or Post Conviction Relief Briefs within the time limits established by the SC Supreme Court |
| S | | 1.3 | | | Ensure Quality Representation in Capital Death Cases |
| O | | | 1.3.1 | | Provide effective administration for the Capital Defense System for all indigent defendants in the SC trial courts |
| O | | | 1.3.2 | | Require all Capital Trial Division Attorney's be certified South Carolina Supreme Court Death Penalty Qualified |
| G | 2 | | | Education, Training, and Human Development | Enhance Training and Professional Development of South Carolina Public Defenders and Staff |
| S | | 2.1 | | | Provide mandatory training program for all new Public Defenders and contract attorneys |
| O | | | 2.1.1 | | Increase accessibility to PD101, PD 102 and PD 103 Training Classes. |
| O | | | 2.1.2 | | Conduct Topic Specific Training to all Pubic Defenders and Contract Attorneys |
| O | | | 2.1.3 | | Implement online training for all Public Defenders in the Indigent Defense System |
| S | | 2.2 | | | Enhance Mentoring Programs in Circuit Public Defender Offices |
| O | | | 2.2.1 | | Expand Mentoring programs to all 16 Public Defender Circuits |
| O | | | 2.2.2 | | Provide Mentoring opportunities to newly hired PD in Family and Summary Courts |

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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 | Increase the number of Full-Time Public Defenders in all 16 Judicial Circuits | 236.50 | 291.50 | 272.50 | 291.50 | July 1- June 30 | SCCID Annual Agency Report | Addition of new Public Defenders increase the total number of PD's working cases in each Judicial Circuit. | 1.1.2 | With the appropriation of new Funds for the Defense of Indigents Per Capita for the purpose of hiring new Public Defenders , this measurement of new hires will provide accountability and transparency of the use of these funds. |
| 2 | Decrease the number of cases handled by each individual Public Defender | 464 | 376 | 426 | 376 | July 1- June 30 | SCCID Annual Agency Report | The addition of Public Defenders will decrease individual PD's case load. | 1.1.2 | The best measure of how Public Defenders are able to perform their duties is base upon the case load that that attorney manages over a years period. With a reduction in case load it will allow the Public Defenders to allocation more time to each case in order to provide the best representation possible for their clients. |
| 3 | Increase attendance in the Public Defender Training Sessions; PD 101, PD 102 and PD 103 | 79 | 165 | 182 | 165 | July 1- June 30 | SCCID Annual Agency Report | Number of Public Defenders or contract attorneys attending each training session provided by SCCID. | 2.1.1 | The more training hours that a public defender can attend will provide that attorney to receive valuable experience outside the courtroom which will allow them to be a better prepared and more knowledgeable attorney for their clients. |
| 4 | Increase the number of Continuing Education Hours provided to PD's (CLE) | 48.5 | 60 | 59 | 60 | July 1- June 30 | SCCID Annual Agency Report | Number of Continuing Law Education (CLE) hours based upon the number of training session provided by SCCID. | 2.1.1, 2.1.2 | As licensed professionals, all public defenders are required by the South Carolina Bar to earn 14.00 hours of Continuing Law Education (CLE) hours each year to be in good standing. In order to assist the public defenders in this professional requirement, SCCID provides various training sessions throughout the fiscal year to allow the public defenders to earn their 14.0 CLE hours base upon their availability. |
| 5 | Increase number of Judicial Circuits the have mentoring programs for new PD's in the Family and Summary Courts | 2 | 16 | 7 | 16 | July 1- June 30 | SCCID Annual Agency Report | Number of new mentoring programs for each Judicial Circuit. | 2.2.1, 2.2.2 | As with any high stress positions there is constant turnover with public defenders. As a way of providing a professional management tool, SCCID is trying to expand the Mentoring Program in order to allow more experienced public defender to mentor the new public defenders as a way of help them to avoid the pitfalls associated with high pressure of the defense of indigents in South Carolina. This will allow the agency to keep good attorneys on staff and bring them along and allowing the agency to receive a return on it's investment for hiring the public defender. |

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Program Template

| Program/Title | Purpose | FY 2016-17 Expenditures (Actual) | | | | FY 2017-18 Expenditures (Projected) | | | | Associated Objective(s) |
|---|---|----------------------------------|-----------------|---------------|------------------|-------------------------------------|---------------|---------|---------------|---|
| | | General | Other | Federal | TOTAL | General | Other | Federal | TOTAL | |
| I. Administration | Establishes and monitors programs and services for the delivery of legal representation to indigent defendants in State courts | \$ 8,732,522.04 | \$ 3,645,747.72 | \$ 102,090.39 | \$ 12,480,360.15 | \$ 9,653,258 | \$ 8,136,442 | | \$ 17,789,700 | 1.1.1, 1.1.4, 1.2.1, 1.3.1, 2.1.1, 2.1.2, 2.1.3 |
| II. Division of Appellate Defense | Represents indigents in the majority of criminal appeals, including death penalty appeals before the SC Court of Appeals and the SC Supreme Court | \$ 732,411.00 | \$ 686,350.09 | | \$ 1,418,761.09 | \$ 732,411 | \$ 865,883 | | \$ 1,598,294 | 1.2.2 |
| III. Office of Circuit Public Defenders | Provides a consistent and fair statewide public defender system with standards and accountability for the delivery of legal representation to indigent defendants in State courts | \$ 17,440,050.00 | \$ 4,480,819.55 | | \$ 21,920,869.55 | \$ 17,440,050 | \$ 4,173,052 | | \$ 21,613,102 | 1.1.2, 1.1.3 |
| IV. Death Penalty Trial Division | Provides cost effective representation and resources for capital trials statewide | | \$ 452,745.32 | | \$ 452,745.32 | | \$ 466,187 | | \$ 466,187 | 1.3.1, 1.3.2 |
| V. State Employer Contributions | Employer contributions for agency employees | \$ 2,069,769.00 | \$ 226,269.50 | \$ 28,355.94 | \$ 2,324,394.44 | \$ 2,098,762 | \$ 280,308 | | \$ 2,379,070 | N/A |
| VI. Non-Recurring Appropriations | Information Technology Services | | \$ 73,087.25 | | \$ 73,087.25 | \$ 100,000 | \$ 64,819 | | \$ 164,819 | 1.1.1, 1.1.4, 1.1.5, 1.2.1, 1.2.2 |
| | | | | | \$ - | | | | \$ - | |
| | | | | | \$ - | | | | \$ - | |
| Total | | \$ 28,974,752.04 | \$ 9,565,019.43 | \$ 130,446.33 | \$ 38,670,217.80 | \$ 30,024,481 | \$ 13,986,691 | \$ - | \$ 44,011,172 | |
| | | | | | \$ - | | | | \$ - | |

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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 | US Constitution 6th Amendment | Federal | Statute | Guarantees a citizen the right to a speedy and public trial, an impartial jury, to be informed of the nature and cause of the accusation, to confront witnesses against him, to present witnesses in his favor, and to be represented by an attorney | Yes | No |
| 2 | US Constitution 14th Amendment | Federal | Statute | Requires the state to provide equal protection and due process under the law. | Yes | No |
| 3 | 16-3-26 | State | Statute | Punishment for murder; notice to defense attorney of solicitor's intention to seek death penalty; appointment of attorneys for indigent; investigative, expert or other services. | Yes | No |
| 4 | 17-3-5 et seq. | State | Statute | Defense of Indigents | No | No |
| 5 | 17-27-10, et seq | State | Statute | Post Conviction Relief | Yes | No |
| 6 | 63-7-1620 | State | Statute | Legal representation in child abuse and neglect cases | Yes | No |
| 7 | 44-48-10, et seq. | State | Statute | Sexually Violent Predator Act | Yes | No |
| 8 | 2016-2017 SC Appropriations Act, Parts 1A & 1B, Section 61 | State | Proviso | Budgetary Expenditure and Proviso Authority | No | No |

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Customer Template

| Divisions or Major Programs | Description | Service/Product Provided to Customers | Customer Segments | Specify only for the following segments: (1) Industry: Name; (2) Professional Organization: Name; (3) Public: Demographics. |
|------------------------------------|--|--|---------------------------------|---|
| Administration | Establishes and monitors programs and services for the delivery of legal representation to indigent defendants in State courts | Manages the Financial, Budgeting, Information Technology and Human Resources duties for the agency's division to include all reporting requirements by all the central service agencies, Executive and Legislature Branches of State Government. | Executive Branch/State Agencies | |
| Division of Appellate Defense | Represents indigents in the majority of criminal appeals, including death penalty appeals before the SC Court of Appeals and the SC Supreme Court | The Division of Appellate Defense represents defendants in criminal appeals to the Court of Appeals and the South Carolina Supreme Court. | General Public | Those citizens of South Carolina that have been charged with a crime and their indigency status has been approved, so legal representation has been provided. |
| Division of Appellate Defense | Represents indigents in the majority of criminal appeals, including death penalty appeals before the SC Court of Appeals and the SC Supreme Court | The Division of Appellate Defense represents defendants in criminal appeals to the Court of Appeals and the South Carolina Supreme Court. | Judicial Branch | |
| Office of Circuit Public Defenders | Provides a consistent and fair statewide public defender system with standards and accountability for the delivery of legal representation to indigent defendants in State courts | The Office of Circuit Public Defenders provide legal representation to indigent defendants charged with criminal offenses in the South Carolina Court system. | General Public | Those citizens of South Carolina that have been charged with a crime and their indigency status has been approved, so legal representation has been provided. |
| Office of Circuit Public Defenders | Provides a consistent and fair statewide public defender system with standards and accountability for the delivery of legal representation to indigent defendants in State courts | The Office of Circuit Public Defenders provide legal representation to indigent defendants charged with criminal offenses in the South Carolina Court system. | Judicial Branch | |
| Death Penalty Trial Division | The Death Penalty Trial Division represents indigent defendants in death-penalty trials as well as consulting services and defense training to other lawyers representing clients in capital trials. | The Death Penalty Trial Division represents indigent defendants in death-penalty trials. | General Public | Those citizens of South Carolina that have been charged with a crime and their indigency status has been approved, so legal representation has been provided. |
| Death Penalty Trial Division | The Death Penalty Trial Division represents indigent defendants in death-penalty trials as well as consulting services and defense training to other lawyers representing clients in capital trials. | The Death Penalty Trial Division represents indigent defendants in death-penalty trials. | Judicial Branch | |

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Partner Template

| Name of Partner Entity | Type of Partner Entity | Description of Partnership | Associated Objective(s) |
|--|------------------------|---|-------------------------|
| County Governments in South Carolina | Local Government | The county governments in South Carolina work in conjunction with SCCID in providing funding the Public Defender Offices in the 16 Judicial Circuits within their counties. | 1.1.2, 1.1.3 |
| SC Court of Appeals and SC Supreme Court | State Government | The Appellate Defense Division and Death Penalty Trial Division works with the SC Court of Appeals and the SC Supreme Court to provide fair and consistent legal adjudication. | 1.2.2, 1.3.2 |
| South Carolina Judicial Department | State Government | Integration of the Office of Public Defenders into the South Carolina Judicial Departments Case Management System to allow legal case information to be accessed by the Public Defenders. | 1.1.5 |
| Municipal Governments in South Carolina | Local Government | The municipal governments in South Carolina work in conjunction with SCCID and the Public Defender Offices in the 16 Judicial Circuits within their counties. | 1.1.2, 1.1.3 |
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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 | Employee Report | SC Human Affairs Commission | State | Annually | 3/31/2016 | Annual EEO Personnel Report | Paper copy, South Carolina Commission on Indigent Defense |
| 2 | Employee Report Data Report | SC Human Affairs Commission | State | Annually | 8/15/2015 | Updates or Corrections to Agency Employees Information to be used in EEO Reporting | Paper copy, South Carolina Commission on Indigent Defense |
| 3 | Affirmative Action Reports | SC Human Affairs Commission | State | Annually | 8/18/2016 | 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 |
| 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 |
| 5 | Minority Business Employment Utilization Plan | SC Department of Administration - OSMBCC | State | Annually | 7/30/2015 | To emphasize the use of minority small businesses by state agencies in all aspects of procurement. | Paper copy, South Carolina Commission on Indigent Defense |
| 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 |
| 7 | GAAP Other Payroll Liabilities Reporting (Packet 3.17) | SC Comptroller General | State | Annually | 7/22/2015 | 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 |
| 8 | GAAP Operating Expenses Report (Packet 3.09) | SC Comptroller General | State | Annually | 8/25/2015 | 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 |
| 9 | GAAP Prepaid Expenses (Packet 3.07) | SC Comptroller General | State | Annually | 8/25/2015 | 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 |
| 10 | GAAP Grants and Revenue Reports (Packet 3.03) | SC Comptroller General | State | Annually | 9/6/2015 | 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 |
| 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 |

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| 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 |
| 13 | Accountability Report | SC Department of Administration - Executive Budget Office | State | Annually | 9/30/2016 | 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. | SC Department of Administration - Executive Budget Office website |
| 14 | Schedule of Federal Financial Assistance - SFFA | State Fiscal Accountability Authority - State Auditors Office | State | Annually | 8/15/2016 | Summary of all Federal Funds were received by SCCID for FY15-16 | Paper copy, South Carolina Commission on Indigent Defense |

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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 | SC House of Representatives Legislative Oversight Committee | State | 07/01/2015 to | House Legislative Oversight Committee Website |
| 2 | South Carolina State Auditors Office | State | 3/15/2016 to 4/30/2016 | Paper copy of Audit report, South Carolina Commission on Indigent Defense |
| 3 | Recovery Audit Specialist (Proviso 117.88 FY16-17) | Outside Organization | 1/1/2016 to..... | Paper copy of Audit report (When completed), South Carolina Commission on Indigent Defense |
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